Junior Office Assistant (future Office Manager)
(40hrs) in Amsterdam

You're a Junior Office Assistant and you want to grow into being a full-on Office Manager. You are enthusiastic, representative, pro-active, a supporter with a hands-on mentality and you don't let anyone just walk over you. Naturally you have excellent social and communicative skills and you're not afraid to relive your colleagues of their work.

XLCONCEPT has been a leading European supplier of premium items and business gifts for national and international companies. We are a creative business with a flatly structured, informal and open culture. We offer a dynamic and professional work environment in our headquarters in Amsterdam, along with competitive working conditions.

The Job:
In this role you will support a multitude of processes here at the offices. You are the first point of contact for anyone who calls us, and it's your responsibility to receive and welcome guests, ensuring that they're received well and get taken care of. You also support in getting daily lunches ready for all employees.

Aside from these tasks, you will support the different departments with maintaining their calendars, booking trips and preparing meetings and exhibitions. You're also responsible for sending packages and other mail, ordering office supplies and kitchen necessities, care for the look of the office and support financial administration when needed.

We offer:
- A challenging and varying job;
- The opportunity to gain experience within an international organisation;
- Plenty of room to grow;
- A competitive salary.

Requirements:
- You are available 40 hours a week;
- You have 0 – 5 years of relevant working experience;
- A fitting education, such as Schoevers;
- You have excellent control of the Dutch and English langusges. French is a plus.
- Good control of the MS office package;
- You live in or near Amsterdam.

Do you recognise yourself in this profile?
Send an email with your CV and a short cover letter to Ed Verdonk; verdonk@xlconcept.eu.