

!DAY

creative business partners

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creative business partners bv
Keizersgracht 756
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toDAY:
02.03.2018

in:
Amsterdam

to:
Our new colleague

concerning:
Job Opening Office manager

this letter:
Drawn up by: Linde Koesen

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other:
Please send your CV and
application letter to
amsterdamrecruitment@day.nl
For more information call
020-7715077

mail:
amsterdam@DAY.nl

web:
www.DAY.nl

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Job Opening Office manager

About DAY

DAY is an independent brand strategy and design agency. We define meaningful narratives, add value to the brand experience and connect people to brands. By creating empathic and integrated design we make brands tangible, sensorial and spatial.

DAY services national and international companies and markets, focussing on real estate, sports/leisure and entertainment, consumer brands and retail. Our current client list includes for example: Stayokay, Thialf, Eindhoven Airport, Maandag, Grolsch, Konica Minolta en ZiggoDome.

Job opening Office manager

We are looking for a new all-round, representative and communicative office manager who is not afraid to take initiative and who has a great sense of hospitality. Your job is to make sure everything runs smoothly, to take care of the office space, to make clients feel welcome and to support your co-workers so they can focus on their own core business. Are you our new pro-active office facilitator with a can-do mentality who can reinforce our team in Amsterdam?

Responsibilities

- First point of contact for colleagues, clients and suppliers
- Responsible for correct handling of the phone
- Responsible for welcoming guests - making sure they are served with drinks for example
- Coordinating with interns that lunch is arranged on time
- Managing and updating the company iCalendar, address book and e-mail
- Responsible for the provision of office supplies and groceries
- Show initiative to look for new suppliers if the price/quality level can be improved
- Ordering of books, presents, (gift)subscriptions to magazines, business cards/letterhead etc

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other:

- Arranging business trips, meetings in- and outside of the office as well as staff parties
- Making sure all equipment in the office is working
- Administrative new office material and computer hard- and software.
- Making sure with the IT representative that new colleagues have computers with the appropriate programs to work with
- Update new colleagues with the companies regulations and other necessary information when they start working here
- Administrative the sickness and holiday leave of colleagues
- Basic financial pay roll administration

Requirements

- Intellectual and professional level at least equivalent to having completed Dutch 'MBO+/HBO education'
- 2-5 years of relevant experience
- Pro-active, accurate, responsible and able to switch easily between tasks
- Team player, but perfectly capable in working independently
- Communicative, open, curious, energetic and focussed
- Understanding of the creative and production process is a plus
- Fluent in Dutch, oral and written. Fluent in English is a plus
- Tidy and well-groomed appearance
- Based in The Netherlands is mandatory

What do we offer

- Salary in line with the market
- Possibilities to develop and expand your knowledge of the business
- An enthusiastic and dynamic team and work environment

Information

Start: as soon as possible

Position: 36 - 40 hours per week

We would love to see your application, motivation and cv in pdf format addressed to: amsterdamrecruitment@day.nl

For more information call 020 - 771 5077

www.day.nl