Administratief assistent / Documentor

Voor onze opdrachtgever in Zeeuws - Vlaanderen zoeken wij per direct een **Administratief assistent / Documentor**

Vacature omschrijving

Provides administrative or clerical support and administers general office activities. Such activities are clerical in nature and may include pulling together data, preparing reports, handling requests for information, receiving visitors, preparing travel schedules, arranging calls and scheduling meetings. Works within guidelines under general supervision.

Responsibilities / Duties

- ✔ Provides secretarial/administrative support to a group of employees.
- ✔ Uses business software applications (e.g., word processing, presentation and spreadsheet) to prepare correspondence, reports, presentations, agendas, minutes, etc.
- ✔ Receives, screens and directs incoming calls, visitors, mail and email.
- ✔ Maintains physical and electronic files, records, calendars and diaries.
- ✔ Prepares various reports in alignment with procedures and guidelines.
- ✔ Arranges business travel, coordinate meeting arrangements, and/or track expenses.

Je profiel

- ✔ Minimaal MBO niveau 4 opleiding in relevante richting
- ✔ Minimaal 3 jaar ervaring in een vergelijkbare functie

Wat bieden we

Goede flexibele arbeidsvoorwaarden

Referentie: 2339
Projectfase: Operations
Discipline: Administration
Functie: Document Controller, Secretaresse
Functie niveau: Medior, Junior
Regio: (NL) Zeeland
Opleiding: MBO/TSO
Ervaring: 3-8 jaar
Contracttype: Intentie vast dienstverband
Geplaatst: 26-11-2021
Adviseur: Michiel van de Voort
Telefoon: +31 (0) 115 820 202
Mobiel: +31 (0) 657 993 895
E-mail: mdv@nouvall.com