

Administrative assistant in Rotterdam

You will support the Legal Affairs department with light administrative work, such as:

- printing and linking documents
- putting documents in correct order for your colleagues to handle
- archiving files.

You are:

- mbo-educated
- available 40 hours per week
- meticulous in your work
- fluent in English
- preferably available immediately.

We offer you:

- a full-time job for 40 hours a week
- a temporary position for 1 year with the possibility of a permanent contract
- depending on your experience a competitive salary between € 2,050 and € 2,775, plus vacation allowance and a year-end bonus
- a favourable travel allowance for green transport, such as public transport or bicycle
- career opportunities, such as senior administrative employee or legal secretary.

About us:

You will join the greenest administrative office in the Randstad area. Our clients are mainly active in the sustainable industry and we apply that to everything: from our coffee to our staff. We interact professionally with each other, but we also pay attention to people. We regularly take a walk during the lunch break together in the city park next to our office building.

Enthusiastic? If so, we would love to hear from you. Please send an e-mail to vacatures@bedrijfsnaam.nl. Attn: Ms. Linda Jansen. We will contact you within three working days. The closing date of the vacancy is 1 January 2023.