

ENTHOUSIASTIC OFFICE MANAGER, experience with administration (part-time, 2 days)

Are you interested in an office manager role in a dynamic, professional and international environment? Due to continued success we are seeking a part-time office manager to strengthen our team. This important and varied role involves office and administration elements as well as a pro-active approach to general tasks to support the Managing Director.

About us

Serrix is an entrepreneurial company with a proven track record in the development and sales of innovative consumer health (Over-the-counter) products for pharmacies and drugstores in over 25 countries. Serrix is located in the city centre of Amsterdam.

The culture can be described as market driven, entrepreneurial and professional. Hard working and cooperative team that wants to make the difference. An informal and pro-active working environment.

Job description

Being an office manager you are responsible the office runs efficiently and smoothly. You are the central player and face of Serrix. You support the Managing Director and team in general management tasks, among others financial administration, personnel and organization. General roles, tasks and responsibilities will be:

- First point of contact for all visitors, incoming calls and general company/product mailboxes,
- Providing all support to the management,
- Draw up and register orders, invoices and transportation documents in bookkeeping system (KING),
- Organizing meetings, customer relationship management, travels etc.,
- Archiving and ensures both digital/hardcopy archives are up to date,
- Collect mail, send out regular mail and parcels,
- Arrange office supplies, groceries etc.

Job profile

We are seeking people with a high level of pragmatic personality, bright and pro-active character, an international orientation, and a genuine appreciation of consumer products.

Profile we look for are driven candidates with:

- MBO/HBO level,
- Secretary or office management experience, preferably in an international and professional environment,
- Excellent communication skills, team spirit, work independent, structured and with a strong desire to make things happen,
- Proficient computer skills (PowerPoint, Excel, Word). Experience with ERP system (preferably KING) or willingness to get acquainted with,
- Native speaker in one of the following languages: Dutch and/or English. Good written and spoken English.

We offer

Being part of an informal result focussed team where ideas are valued and initiatives encouraged. Make things happen and you can look forward with as much confidence as we do. Serrix is an ambitious and dynamic company and is offering a challenging role, with lots of opportunities and competitive terms of employment in the field of consumer health products.

Have we sparked your interest? Would you like to join our team? Please send your resume and vision on health products to anke.ruitenberg@serrix.com. More information on our website www.serrix.com