

Contract Management Assistant

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Company: Belmont Lavan Ltd

Location: Utrecht

Category: other-general

Belmont Lavan is a digital recruitment agency based in the Amsterdam Area. Their main focus is connecting businesses with top web and digital talent across Europe. They have transformed their methods of recruitment and brought them into the 21st century with proven strategies and systems to give true access to the top 15% of talent available within Europe. They are experts in the industry and strive to consistently provide value to their clients and candidates.

Role Description

This is a full-time hybrid Executive Assistant role located in Amsterdam Area, with flexibility for some remote work. The Executive Assistant will be responsible for providing Executive Support, creating Expense Reports, managing Communication, and providing Administrative Assistance. The Executive Assistant will also be responsible for managing schedules, coordinating meetings, and handling confidential information.

Qualifications

Executive Administrative Assistance, Administrative Assistance, and Communication Skills

Experience with creating and managing Expense Reports

Planning and organisation

Contract management

Organizational and Time Management Skills

Experience with providing Executive Support

Excellent Written and Verbal Communication Skills

Ability to Handle Confidential Information

Bachelor's Degree in Business Administration or related field, or equivalent experience

Proficiency in Microsoft Office Suite

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