

Intern Office Management and HR Support (Netherlands)

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Company: Quistor

Location: Bergen op Zoom

Category: other-general

Become part of our Quistor and experience an open, international work atmosphere in which you will feel at home from day one. We believe our strength relies on the commitment and responsibility each employee contributes.

We are looking for an intern to support our HR and Office Manager to support to the day-to-day operations of the headquarters' office in Bergen op Zoom by taking the responsibility for office administrative operations.

What are some of the job-specific activities?

Office Management

You maintain office administrative systems or procedures.

You provide general administrative backup support such as answering phones, preparing correspondence, forms, and reports, arranging meetings, composing regular correspondence, and tracking deadlines.

Welcome and coordinate the arrival of visitors.

You assist in the facilities' day-to-day operations.

You manage stock and equipment for the IT and marketing

Coordinate or support in coordinating meetings, seminars, special projects, and all office

Experience and skill requirements

Good verbal and written communication skills in English and Dutch.

Proficient in Office 365, Outlook and Internet browsers.

Proactive, strong in time-management and people skills, flexibility, and multitasking ability

Able to transform data into information for use in forms, tables or spreadsheets.

Proactive, strong in time-management and people skills, flexibility, and multitasking ability

Committed to a culture of diversity and equal opportunity.

Why join Quistor ?

Quistor is a great place to work and to develop yourself. When choosing for Quistor, you will become part of a globally acting organization with over 20 nationalities working for local and globally operating customers. We want to get to know the real you and support you wherever we can. In addition to our opportunistic ways of working we can also offer you:

A fun, fast-paced, and international environment

Teambuilding activities

A network in the IT Industry

An internal career path, where you can grow in the direction of your interest

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