

## Online Data Analyst (Dutch Speaker)

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Company: Snaphunt

Location: Netherlands

Category: computer-and-mathematical

### The Offer

Work within a company with a solid track record of success

Flexible working options

Opportunity to make a positive impact

### The Job

#### You will be responsible for :

Working closely with Team Executives as well as other support functions to provide proactive and effective general administrative assistance across a diverse range of tasks.

Scheduling and coordinating meetings.

Making travel arrangements and preparing expense reports.

Providing other organisational support such as ordering supplies and equipment.

Handling data entry tasks and collating and updating information in to the system.

Assisting in filing and scanning of documents.

Providing ad hoc administrative support to the team as required.

## The Profile

Full Professional Proficiency in English and Dutch to be able to effectively liaise with stakeholders in the region.

You must be living in The Netherlands the last 2 consecutive years

Ability to follow guidelines and do research online using search engines, online maps and website information

You must have familiarity with current and historical business, media, sport, news, social media and cultural affairs in the Netherlands

Being open to work across a diverse set of Task Types (e.g. Maps, News, Audio tasks, Relevance)

## The Employer

Our client is a leading digital customer experience (CX) innovator that designs, builds and delivers next-gen digital solutions for global and disruptive brands.

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