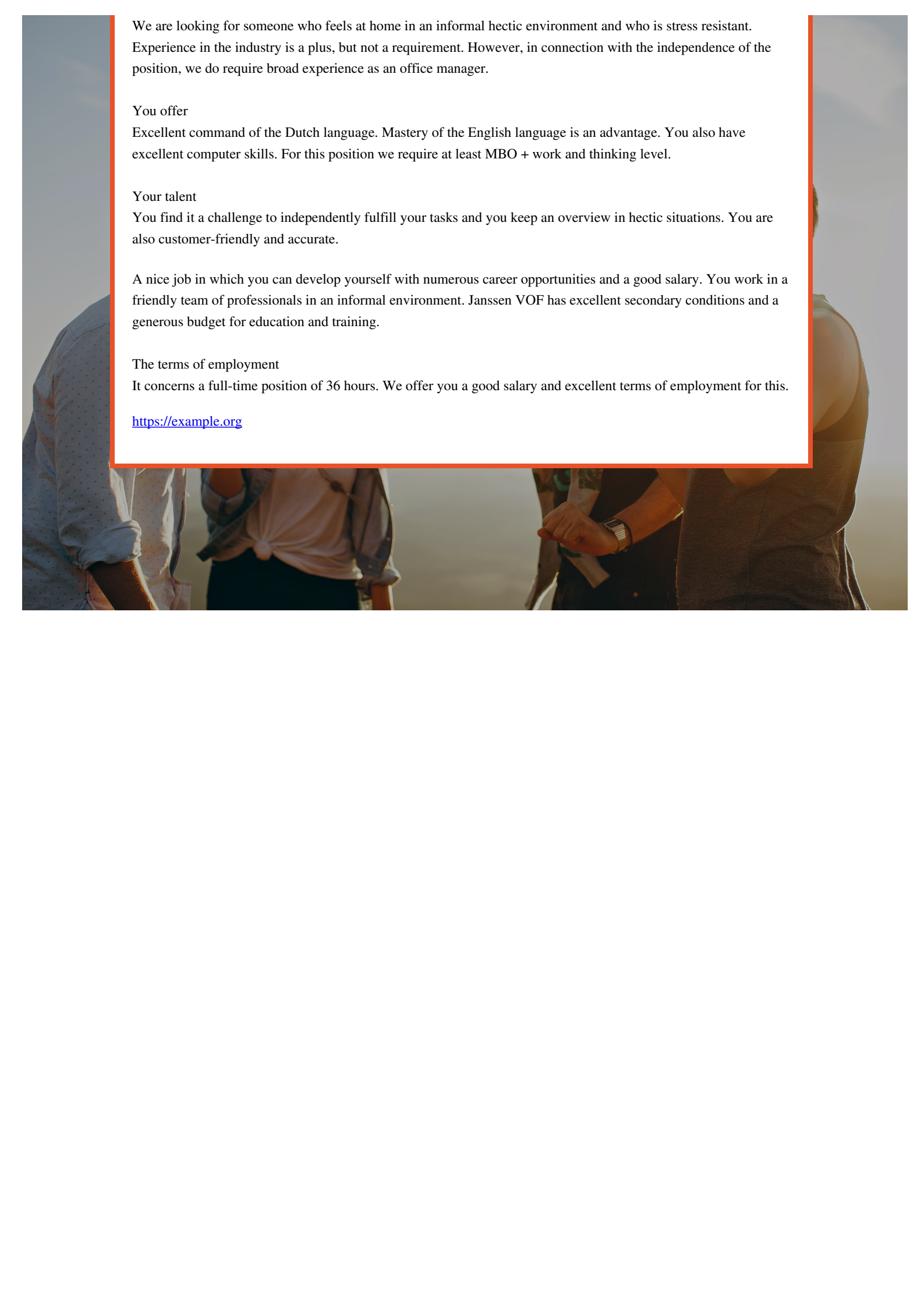




## Kolmont – Office manager

In this position you are responsible for the activities within the secretariat and you act as a spider in the web. Your main goal is to reduce the workload of the director and the brokers by taking over all kinds of tasks, in addition, you are responsible for referring customers (by telephone).

The background of the page is a photograph of several people in an office or professional setting. The image is slightly blurred and has a warm, golden-hour lighting. It shows the backs and sides of people, suggesting a collaborative work environment. The text is overlaid on a white rectangular area with an orange border.

We are looking for someone who feels at home in an informal hectic environment and who is stress resistant. Experience in the industry is a plus, but not a requirement. However, in connection with the independence of the position, we do require broad experience as an office manager.

#### You offer

Excellent command of the Dutch language. Mastery of the English language is an advantage. You also have excellent computer skills. For this position we require at least MBO + work and thinking level.

#### Your talent

You find it a challenge to independently fulfill your tasks and you keep an overview in hectic situations. You are also customer-friendly and accurate.

A nice job in which you can develop yourself with numerous career opportunities and a good salary. You work in a friendly team of professionals in an informal environment. Janssen VOF has excellent secondary conditions and a generous budget for education and training.

#### The terms of employment

It concerns a full-time position of 36 hours. We offer you a good salary and excellent terms of employment for this.

<https://example.org>