



## **Management assistant**

In this role you support the Managing Director and the management team in general and administrative support. You also execute some specific allocated projects. These projects can vary from documentation support to engineers, purchase support for the purchase team or recruitment activities for the HR manager.

## **About the role**

You will contribute by managing all aspects of the office and supporting DEC NL on planning and coordination all sorts of activities. You are the main contact for ensuring all office logistics run smoothly. Of course you manage the agenda for the Managing director and prepare and facilitate meetings. You prepare, review or improve documents & presentations for the managing director or for other members of the management team. For our colleagues you book business trips and you make sure that the logistics of the business trips is spot on and if possible designed to visit more customers in the area. Furthermore, you manage the internal communication on intranet, newsletters and surveys. In a timely manner you update the financial dashboards and process invoices from our financial department. Taking full ownership you assure alignment with other disciplines.

## **Responsibilities**

- Accurate administration, secretarial support and calendar management to the CEO
- Handle all information in a confidential way.
- Preparing accurate and on time the agreed regular reports.
- Executing the agreed projects efficiently, on time and within specifications and budget.
- Organize business trips on time and in a proactive fashion and anticipate on short term adjustments.

## **What do you bring?**

- Completed secretarial training (MBO + or HBO).
- Appr. 3 years of working experience in a relevant function.
- Good knowledge of the MS office package.
- Experience of working in an international environment.
- Proficient Dutch and English both spoken and written.
- Accuracy.
- Strong communication and organization skills.
- Representative.
- Flexibility.

## **About**



Based in Breda, The Netherlands, we specialize in sophisticated customer-specific equipment & services projects in the Life Science industries, primarily the Pharmaceutical (Human and Animal), Medical & Clinical Instrumentation and Food industries. Our knowledge is deeply rooted in the automated pharmaceutical packaging business. We have the in-house expertise and very specific know-how to help overcome the evolving challenges constantly faced by customers in highly regulated markets. Relying on many years of combined experience and skills in the management of large-scale projects internationally, we offer a complete range of equipment and service solutions for the pharmaceutical packaging industry.

Dec Netherlands is part of the Dec Group. Headquartered near Lausanne, Switzerland, Dec Group has a global presence with subsidiaries and agents in more than 30 countries including European subsidiaries in the UK, Ireland, Germany, Poland, and the Netherlands, together with Asian offices in India and China, and North America.

**What do we have to offer?**

We offer an informal atmosphere based on entrepreneurship, quality, teamwork in an international environment, personal contact, and lasting relationships. Working at Dec Netherlands brings you challenges and enables you to think creatively to come up with innovative solutions.

**More information**

If you would like to apply, please click the button below, leave your details and we will contact you. Questions? Contact Mirjam Meere (HR manager) via +31 6 19692842 or [jobs@dec-group.nl](mailto:jobs@dec-group.nl)