



Solid Sands B.V. Amsterdam is expanding Join Us!

Current Opening:

Office Assistant

Who are we?

Solid Sands was founded in 2014. We are a growing software company with ambition and a worldwide customer base in a variety of rapidly changing industries. The phone in your pocket and the car you are driving relies for some of its software on the quality control provided by our products, SuperTest and SuperGuard.

We are looking for:

We are looking for a motivated office assistant who does not have a 'wait-and-see' way of working. Showing initiative and not hesitating to take on responsibilities is essential. It is in your nature to put structure and order into chaos. Because of our international character, it is important that you have excellent knowledge of the English language in word and writing.

Responsibilities:

- Keep office organized and support with HR tasks
- Maintain records and keep our CRM system up-to-date
- General support management/employees
- Calendar and appointments management
- Schedule meetings
- Archiving and scanning mail and digital data

We offer:

- A flexible work environment and a nice office in Amsterdam
- A competitive salary and bonuses
- Flexible working hours
- A pleasant working atmosphere and enthusiastic team
- Enough space for personal growth

Are you the new colleague that we have been looking for?

Submit your resume/CV including cover letter to: info@solidsands.nl (refer to job title in the subject)