



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

Current Opening:

Office Manager

Who are we?

We are a growing software company with ambition and a worldwide customer base in various rapidly changing industries. The phone in your pocket and the car you drive rely on the quality control provided by our products, SuperTest and SuperGuard.

We are looking for:

We are looking for a motivated office manager who does not have a 'wait-and-see' way of working. Showing initiative and being open to taking on responsibilities is essential. Because of our international character, it is necessary that you have excellent knowledge of the English language in words and writing.

Responsibilities:

- Organize social activities, quarterly events and support with HR tasks
- Keep the office organized and resolve any issues
- General support management/employees
- Support financial administration, office administration and after-sales
- Responsible for creating a safe working environment; BHV and RI&E

We offer:

- A flexible work environment and a friendly office in Amsterdam
- A competitive salary and good secondary benefits
- Flexible working hours
- A pleasant working atmosphere in an international team
- Opportunities for personal growth

Are you the new colleague that we are looking for?

Make sure to reach out if you like to arrange everything for your colleagues; from lunch to snacks, drinks to office supplies, and ergonomic workplace and home office supplies. Together you keep our office tidy, kitchen clean, and fridge stacked.

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