



## Vacancy: Management Assistant to Celestia Technologies Group

**Celestia Technologies Group** is an international multi technology group based on innovation, investigation and development of high technology products key factors to a steady growth.

Due to company's current growth we are searching for a **Management ASSISTANT**, working on a fulltime basis.

The individual will be responsible for providing support to the R&D Coordinator and the CEO.

For this position the candidate shall perform the necessary secretarial and administrative tasks, has ability to work independently, and is able to proactively take care of the organizational matters.

The main task of the candidate will be:

- Managing and organizing the agenda, scheduling appointments, meetings, events and taking care of travel arrangements
- Performing administration and supporting tasks like: phone call attendance, classification, registration and archiving of incoming and outgoing documents.
- Managing PO (Purchase Orders), contacting suppliers, perform bookkeeping of incoming and outgoing invoices, following up on supplier's and customer's payments
- Contacting bank, performing payments, controlling the cashflow
- Performing some Human Resources tasks such as maintaining timesheets, holiday overviews, dismissal proceedings, social security tasks
- Supporting preparation of payrolls
- Supporting organizing databases, roadmaps and planning
- Supporting preparation of sales presentations
- Conducting research for company purpose

Required key qualifications, skills and experience for the candidate:

- Graduated from University of Law or University of Economics or HBO level education with 2 years of experience
- Have skills in documents edition
- A good knowledge of Dutch and English (oral and written)
- Knowledge of standard computer applications (e.g. MS Office)
- Be familiar with Dutch administration and have knowledge of Dutch legal matters in general
- Being accurate, pro-active, hands-on, engaged, a person who dares to take responsibility for his/her activities and can handle stress
- Working in a structured way
- Solving issues skills and being able to multitask
- Driver's license

For a practical and motivated individual, this position will offer an exciting challenge where they can contribute directly in the growth of this quality-driven, dynamic SME organization.

If you are interested, please contact us via email [employment@celestia-sts.com](mailto:employment@celestia-sts.com)

For further information related to the company, its products and activities refer to [www.celestia-tech.com](http://www.celestia-tech.com)