

Administrative Manager

Net2GRID

We are an ambitious scale up business looking to make a big contribution to Energy Transformation on the way to a sustainable economy. With the backing of powerful new shareholders the future is open to us. Currently we have a staff of 50 in Zeist (NL) and Thessaloniki (GR). We anticipate growing to over 100 staff in just a few years. Our culture is one of nice, bright, self starters who will go the extra mile to achieve success for our customers and investors.

Administrative Manager (32-40 hours incl. Monday and Thursday)

We are looking to strengthen our team in Zeist with a bright, independent, capable professional who can take ownership of our head-office and its administrative processes. The administrative manager will report to the CFO and also work closely with the CSO and especially the CEO and founder of NET2GRID.

Key responsibilities

1. Taking care of core administrative processes
 - 1.1. Keeping track of Purchase Orders and sending Client Invoices
 - 1.2. Ensuring supplier and client invoices are correctly coded
 - 1.3. Systematic recording of contracts, purchase orders, invoices, employment agreements and inventory
 - 1.4. Responding to questionnaires, forms and filing requests from e.g. insurers and shareholders
 - 1.5. Processing expense reports and maintaining head office staff records
 - 1.6. Liaising with our Accounting Services Provider to ensure correct coding, maintenance of standard reports and compliance with reporting schedules



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2. Assist the Management Team
 - 2.1. Reviewing and updating presentations and graphs.
 - 2.2. Collect & keep track of KPIs for discussion in the Extended Management Team
 - 2.3. Taking minutes in key meetings, incl. MT and Supervisory Board meetings
3. Taking care of a well running head office
 - 3.1. Ensure facilities are pleasant and well maintained
 - 3.2. Coordinating food, mail, cleaning, security, keys, desk use and HW

Job requirements

1. Demonstrably bright with relevant education (management, accounting) at MBO (level 4, top 10 percentile) or HBO level (top 25 percentile)
2. More than 3 years of working experience in relevant role(s), no upper limit.
3. Able to communicate clearly, pleasantly and correctly in English and Dutch.
4. Convincing self starting, self navigating problem solver
5. Relaxed and able to improvise, while happily making sure to cross all t's and dot all i's

ENDS