

VACATIONS

Administrative officer(volunteer)

Coloured Circle offers a pleasant and diverse working environment. Would you like to work for us? Click on links for more information about our vacancies.

Our language group 'Talk Dutch With Me' offers extra language support to non-Dutch speakers in the Dutch language with the aim of promoting participation in society, network expansion and guidance to work • cultural and educational activities • book club • exchange and discussion evenings on cultural and social themes • excursions

Vacancy: Administrative assistant (volunteer)

for six hours a week

For our administration we are looking for one: Administrative employee (volunteer m/f)

Are you proactive? And no administrative challenge is too great for you. Then we are looking for you! As an administrative employee, you are responsible for the administration under the direct supervision of the board. You will have the opportunity to function independently. You will work from our office in Amsterdam. You like to take action and make sure that you have your administrative affairs in order. It goes without saying that you maintain a meticulous working attitude in this respect.

The activities include:

administrative and practical support • preparing and drawing up contracts and appendices • file structure and management of staff and students • data entry • answering telephone and e-mail messages • keeping track of the agenda • placing orders and taking care of the replenishment of printing material

Who are we looking for?

In order to be successful in our upcoming dynamic organization, you are an independent team player and deliver quality. With your enthusiastic personality, you can easily make contact with both colleagues and external relations. You can switch quickly and are flexible. You don't hesitate to answer the phone and oversee the entire process. Accurate work is a matter of course for you!

You also have one:

MBO / HBO working and thinking level • several years of experience in a similar position • excellent command of the Dutch and English languages • extensive knowledge of and experience with the MS office package and Spreadsheet

We offer:

a convivial working atmosphere • a volunteer's fee • participation in various activities of Coloured Circle

Information:

for information please contact Sandra Shakison, Mobile: 06-46149321 E-mail:
sandra@colouredcircle.org

Application:

letter of motivation with CV to: sandra@colouredcircle.org and mentioning 'application vacancy
Administrative assistant'.

Acquisition as a result of this vacancy is not appreciated.