



Vacature Administratief medewerker 25-32 uur

iBrabble is a service providing company within the logistics and breakbulk industry. From administration, organisation, sales assistance, marketing, project management to making minutes of board of directors' meetings. We do it all and we are looking for you to come and join our growing team.

Are you the person everyone know is the organiser, planner and good in working structured then you are the person for this job? We have many different clients that hire our services for their day to day returning jobs like billing, e-mailing, advertising, and organising. This means that it is a very divers job, and no day looks the same.

At iBrabble, we take the work that we perform for our customers very seriously. We treat all customers as if it were our own company and this is where the quality of our services and especially our people come from.

your profile:

- HBO work and thinking level
- Experience working with Office and online apps.
- Fluent Dutch and English, in word and in writing
- Available for at least 25 hours a week
- Ok working under pressure of a deadline
- Know how of posting on multiple social platforms and WordPress.
- Strong in organisation and efficiency in administration
- Knowledge of Maritime and logistics is a plus.
- Strong in communication
- Shift easily between tasks.
- A talent for organisation
- Working on different projects at once

What do we offer:

- Competitive salary (1900 -2400 Euro based on full time)
- Travel expenses
- 8% holiday money
- Flexible working hours and days
- Small company
- Flat organisation structure
- Contract for 6 months – 1 year with view on an indefinite contract.

If you are interested in this job opening, then send us your CV and motivation letter to Info@ibrabble.com. (Please no acquisitions)