

Vacature Administratief medewerker 25-32 uur

iBrabble is a service providing company within the logistics and breakbulk industry. From administration, organization, sales back-office support, marketing, project management, to making minutes of meetings. We do it all and we are looking for you to come and join our growing team.

Are you the person everyone knows is an organizer, planner, and great in working structured, then you are the one for this job! We have different clients that require our services for their day to day returning tasks like billing, mailings, advertising, and organizing. This means that it is a very divers job. No one day is the same.

At iBrabble, we take the work that we perform for our customers 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 level.
- Experience working with MS Office and online apps.
- Fluent Dutch and English, in word and in writing.
- Available for at least 25 hours a week.
- Comfortable working under pressure of a deadline.
- Know-how of posting on multiple social media platforms and WordPress.
- Strong in organization, accurate, and efficient in administration.
- Knowledge of Maritime and logistics is a plus.
- Strong in communication skills.
- Shift easily between tasks.
- A talent for organizing.
- Working on multiple projects at once.

What do we offer:

- Competitive salary (1900 -2400 euro based on fulltime)
- Travel expenses
- 8% holiday money
- Flexible working hours and days
- Small company
- Flat organization 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 hr@ibrabble.com. (Please no acquisitions) You can send us your details until the 23rd of July 2021.