

Office Manager (in a consultancy business) [OM23-001]

Start: April 2023 or ASAP
Location: Rotterdam
Contract hours: 36/40 hours per week

Trinomics is a research-oriented consultancy firm dedicated to supporting the transition to a low-carbon, green and climate resilient society. Our work includes applied economic research and policy advice, training and knowledge transfer in different subsets of energy, environmental and climate change topics, with clients ranging from national governments and line ministries in Europe and beyond to European institutions and other international clients such as multi- and bilateral donors and international financial institutions. Trinomics has 3 offices (Rotterdam, Brussels and Paris) and a team of approx. 70 colleagues with different backgrounds: economists, jurists, engineers, biologists, ecologists and social- and political sciences.

As part of the expansion of our European business operations, we are looking for an experienced **Office Manager** in the consultancy business to join our team in **Rotterdam (NL)**.

The successful applicant will be responsible for a smooth-running office and support the clusters and management in the day-to day secretarial- and office management tasks. You will be dealing with for example incoming/outgoing correspondence, IT support, document editing, project administration etc.

Profile of the candidate

We are looking for an open-minded and motivated colleague with previous experience in a secretarial- / office management role, who would like to join our dynamic team and work in a professional, yet informal working atmosphere in an international environment.

The candidate should have strong administrative skills, an eye for detail, and a desire to operate in multidisciplinary international project teams.

Required

- A mid-level or higher education degree (MBO+/HBO) in office management or equivalent;
- 2/3 years of relevant professional work experience in secretarial / office management / management support tasks in a consultancy business;
- Ability to work, write and communicate fluently in Dutch and English (French is an asset);
- Ability to engage in an international work environment with both internal and external stakeholders (partners, clients, management);
- Time management skills with the ability to prioritise and handle tasks within a tight deadline;
- Ability to quickly learn, do multi-tasking and handle stress;
- Attention to detail and quality of work;
- Advanced use on Microsoft Office Docs;
- Preferably affinity with IT issues and/or finances.

What we offer

- A competitive package of employment conditions (i.e. salary, secondary working conditions, etc.);
- Initially a one (1) year contract with the opportunity to extend this to a permanent contract based on good performance (evaluated after 6 months);
- Pleasant (and informal) working environment, with young, dedicated, and motivated colleagues.

How to apply

Applications (motivation letter and CV) should be submitted via email to recruitment@trinomics.eu.

Please use the following email heading for your application: *OM23-001 - APPLICANT NAME*".

Candidates who meet the requirements will be selected for an interview.

For more information about the vacancy, please contact recruitment@trinomics.eu or by phone +31 (0)10 341 45 92. More information about our organisation can be found on www.trinomics.eu.