

## Executive Secretary

Are you a multitasker who thrives in a dynamic environment? As our Executive Secretary, you'll not only manage crucial tasks for our Senior Leadership Team but also oversee and support our admin team. Your problem-solving skills and hands-on approach will ensure everything runs smoothly, even in the busiest of times!

### **This will be your job:**

As the Executive Secretary, you will have a dual role within our organization. You will be the key executive secretary for the Senior Leadership Team (SLT), handling everything from meeting minutes to action tracker follow-ups.

Additionally, you will give direction and coordinate the administrative team (3 colleagues), ensuring smooth operations (general, reception, administration), while also providing hands-on support when needed.

### **Success is yours by:**

#### ***Executive secretary:***

- Providing comprehensive administrative support to the Senior Leadership Team, including calendar management, meeting scheduling, and handling high-priority correspondence.
- Taking accurate minutes during senior leadership meetings and ensuring timely distribution and follow-up on action items.
- Preparing reports, presentations, and documents for the SLT, ensuring high standards of quality and accuracy.
- Coordinating events, meetings, and travel arrangements for the SLT, ensuring all logistics are flawlessly executed.
- Serving as the key point of contact for executive-level administrative requests, always maintaining confidentiality.

#### ***Team Lead Administration (Hands-On):***

- Giving direction and managing a team of 3 administrative colleagues, providing mentorship, guidance, and support to foster a positive work environment.
- Taking an active role in administrative tasks, particularly during peak periods or complex situations, ensuring smooth operations.
- Overseeing and optimizing daily administrative processes, ensuring they are efficient and aligned with the company's goals.
- Delegating tasks effectively, while stepping in to provide hands-on support when necessary.
- Coordinating training, performance reviews, and development opportunities for your team members.
- Addressing and resolving any escalated administrative issues, ensuring a prompt and effective resolution.

Is this what you're looking for? Then this is your ideal job!



### What we ask of you:

Your input on an administrative and organizational field is at a high level. This makes you the perfect colleague for #Team PWR:

- At least 5 years of proven experience in a similar position as executive secretary;
- Fluent English in reading and writing, proficient in Dutch
- Management skills with the ability to lead by example and provide hands-on assistance when necessary.
- Excellent organizational skills and the ability to manage multiple tasks and priorities.
- Outstanding written and verbal communication skills.
- High attention to detail, accuracy, and the ability to maintain confidentiality.
- Accustomed to working in a fast-paced, dynamic, international environment;
- Excellent command of computer skills, including Microsoft and Google (Word, PowerPoint, Excel and Gmail / Outlook).

### You will get this from PWR:

- Salary Working for a technically advanced, customer centric organization where innovation plays an important role.
- Join #teamPWR; pleasant ambiance, friendly and enthusiastic colleagues with yearly and seasonal activities
- A fulltime job position (40 hours/week) with flexible working times ( 07.00 am – 18.00 pm) and of course a matching salary and secondary employment conditions (27 vacation days and 13 ADV)
- Focus on personal vitality (budget for sports), development and education

### Convinced we will be a good match:

Now it is up to you! If you want to know more, please contact Sofie Goemans, HR manager at +31 318519757. If you want to apply directly, send an e-mail with a short motivation and CV in English to [recruitment@pwrpack.com](mailto:recruitment@pwrpack.com). See you soon!

### About us:

PWR is the specialist for custom-made automated robotic packaging solutions in the Food industry. We are specialized in high speed packaging of products with Delta robots. Our products are premium technical solutions of which we master the technology which we constantly develop.

We understand our customers' needs by engaging with them throughout the entire process. With the most up to date technology we ensure the highest running efficiencies, minimum down time, low cost of ownership and the best price to value ratio in the industry. A good relationship with our customers is a vital part of our company.

PWR is active globally with our head office located in Ede, central in the Netherlands. Check our website for more information [www.pwrpack.com](http://www.pwrpack.com).

