

OFFICE MANAGER

The Basics:

- A part-time position (4 days a week), starting September 2017
- Supporting the leading European think tank on student living
- Being part of a lively 10 people office in the heart of Amsterdam
- Possibilities to travel across Europe

What it is about

The leading think tank on student living in Europe is quickly growing. As higher education is becoming a global industry, the way in which universities, cities and countries attract talent has changed. Our foundation connects the communities of student housing, higher education and city development to better the student living ecosystem. To do so, we create and share research, publish reports, organize regional events, and host the largest student housing conference in continental Europe to present the best practices in the field.

For more information on our work, visit us at: www.theclassof2020.org

What will you be doing?

You will be the one that helps us organise our calendar, and make sure that the team meets its ambitious goals. As the person responsible for our office management you will take care of administrative and HR matters, supported by our external service suppliers. Day-to-day tasks will include overseeing our general planning calendar, setting up individual and team meetings, and providing support for our events across Europe. As our office manager at our Amsterdam HQs, you will take care of the team needs, lunch orders, office supplies and office space improvements. This position requires superior organisational skills, attention to details, and a positive, can-do attitude. You will be reporting to our Foundation Manager, who will be your day-to-day contact. The job is based in Amsterdam, and will be fully in English.

What kind of person are we looking for?

- Result-oriented, service-minded, flexible in handling varying workload.
- Bachelor's degree, with a minimum of 3 years relevant working experience
- Experience in project management, setting up planning's and update them
- Knowledge of Microsoft Office and CRM software.
- Outgoing personality and self-motivated working attitude
- Flexibility and ability to handle varying workload
- Eye for detail and meticulous approach
- Fluency in Dutch and English, both spoken and written

Want to apply?

If you meet the requirements and are keen to join the Class of 2020, please send your CV and cover letter to Jorick Beijer at work@theclassof2020.org

We are looking forward to meeting you!