



Vacancy #2015-2

Administrative Support/Secretary

DATE: 5 FEBRUARY 2015

REF.NO.[2015-02]

Address: High Tech Campus 10
P.O. Box 8026
5601 KA Eindhoven
The Netherlands

Telephone nr.: +31 (0)40 851 6435

Email: info@ibispower.eu

Company Description

IBIS Power is a company developing renewable energy technologies in a most effective and acceptable way for society. Our motto is "Redesigning Renewable Energy", where we take state-of-the-art technology and transform it with added value into products that have highest impact in society towards a green and healthy future. Our team exists from scientist, engineers and architects who work together in R&D and project management to marketing and sales people focusing on implementation and supplying society for highest impact. The recently received EU project includes the complete R&D and business development for the European market of an innovative energy system for the built environment.

Job offering

We offer a full-time (or min. 60/100) secretary position coming available per April 1st 2015. You will be part of a dynamic team with mostly young professionals ranging from engineers, designers and business developers in the field of renewable energy and sustainability acting on the global market. Your role will be to support the management team in secretary duties together with light financial administration. Salary will be based on experience. The position includes the following tasks and responsibilities:

- Be the first contact on phone and to visitors
- Assist CEO and COO in agenda, mail, email and phone management
- Collaborate with PA of CEO
- Prepare meetings and make minutes
- Assist in financial administration
- Communicate with accountant and outsourced salary administration
- Update website with WordPress
- Take care of general office facility

Job requirements

- Minimal 5 years secretary experience
- Experience with light financial administration
- Representative on phone and visitors
- Profound Dutch and English verbal and writing skills
- Independent worker, but well performing in a team
- Experience with Microsoft Office and financial administration software (Twinfield)
- Experience with EU grant administration is preferred

If you are interested, please send us a personal motivation letter, Curriculum Vitae including the names and contact details of three references, and an overview of current research/business interests. Screening of applications will start as soon as applications are received and will continue until the position has been filled.