

Dutch speaking Senior Administrator

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Company: Language Matters Recruitment Consultants Ltd

Location: London Area

Category: other-general

Job Reference: VL 24547 Job Title: Dutch speaking Senior Administrator Job Type:

Permanent, Full-time Location: London Salary: £41,000 - £45,200 per annum (Depending on experience)

Our client is looking for an experienced Dutch speaking Senior Administrator to join their team on a permanent contract. Within this role you will be providing a wide range of administrative tasks and supporting a busy team. This position is office based with a start date as soon as possible. Your responsibilities will include: Providing secretarial and administrative support to the management team, including diary management, preparing meetings, making reports, minute taking and handling any external and internal communications. Being the main point of contact for staff members and clients, always ensuring smooth communication. Ensuring all materials are accurate and are documented efficiently and correctly on the database. Maintaining and updating all project files and project documents.

About you: In order to succeed in this role as a Dutch speaking Senior Administrator you will have a solid administration background and be a self-motivated, dynamic and able to take initiative in order to achieve the end-result in this rewarding role. This vacancy would be suitable for a professional and dedicated Dutch speaker who sought to develop their career within a respected organisation where you really can add value into your role as well as making a difference to the environment.

Profile: Required to be fluent in Dutch and English, both written and spoken. Previous experience as an Office Manager, Administrator, Administration Coordinator, Senior Administrator or Team Assistant. Proven experience of working in administrative role or similar. Strong prioritisation and multitasking skills and excellent attention to detail. Exceptional communication, organisational and time

management skills Switched-on and able to work well in a fast-paced environment Available to start ASAP To apply, please send your CV in English and in Word format to Valentina.languagematters is acting as an employment business in relation to this vacancy.

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