

Administrative Assistant

Would you like to work at one of the fastest growing quantum technology companies with a cutting-edge technology? Founded in January 2012 in Delft, the Netherlands, Single Quantum is the world leading manufacturer of very sensitive light detection systems. These systems are used for scientific research and industry R&D with its main applications in quantum technology. We are a team of scientists, engineers and business developers who are devoted to commercialize the technology and bring the best products and service to our users.

Our company is seeking an organized and responsible Administrative Assistant to join our growing organization. In this position, you will support and assist on diverse functions within the company.

Task and responsibilities

- Handling and organizing diversified types of administrative paperwork
- Assist in the day-to-day operations in the office, including organizing the office supplies
- Organizing the logistics of outgoing and incoming shipments
- Maintaining record of suppliers
- Welcome and guide visitors and suppliers
- Organizing company events
- Keeping documentation for various operations and maintaining databases

Profile and required skills

The ideal candidate for this job is an organized person with problem solving attitude and enjoys teamwork.

- Excellent English, knowledge of Dutch is a plus
- Proficiency in MS Office with expertise in Microsoft Excel
- Strong communication and organization skills
- Experience in management of different office processes is a plus
- Previous work experience is desired
- Level of education: Bachelor's degree or equivalent
- Affinity with technology is a plus

We offer

- Part-time work contract
- Competitive salary including a pension arrangement
- Being part of a team working with innovation
- An international and dynamic working environment

How to apply

Please send your CV and motivation letter to info@singlequantum.com.