



## **Vacancy: Assistant to Celestia Technologies Group CEO**

We are searching for an **Assistant to the Celestia Technologies Group CEO** (24-32 hours/week).

In this position the candidate shall be required to perform a wide range of organisational, financial, secretarial and administrative tasks. For this role, it is important that the candidate is very dynamic, proactive, self-organizing and is capable of working in a fast-moving environment.

**The main tasks of the candidate can be categorised as follows.**

### General Administrative:

- Administration and support tasks such as: classification, registration and archiving of communications and documents
- Translate correspondence/information from Dutch to English
- Support in the preparation of meetings, travels, presentations

### Financial:

- Works fluently with Excel files, review, check, and highlight mistakes in complex financial sheets, like Profit & losses and Cash flow planners
- Interface with banks and execute payments
- Debtors and creditors administration
- Interface with Accountants

### Purchasing:

- Placement and tracking of Purchase Orders
- Incoming invoice registration and tracking

### Human Resource:

- Support in the recruitment of personnel and perform HR management activities.
- Manage staff administration matters such as holiday-overviews, timesheets, work-permits, etc.

The required qualifications, experience and key attributes for this position:

- *Appropriate level and degree of education*
- *At least 2 years of experience in similar positions*
- *Knowledge of Exact Online and a degree of Praktijk Diploma Boekhouden.*
- *An excellent knowledge of Dutch and English (verbal and written)*
- *Knowledge of standard computer applications (e.g. MS Office, in particular Excel and Word)*
- *Familiarity with the Dutch administration system and have general knowledge/understanding of Dutch legal matters*
- *Smart, structured, accurate, pro-active and engaged.*

Working days: Monday to Thursday (can be agreed upon) and Friday (non-negotiable).

If you are interested, please contact us via email [employment@celestia-sts.com](mailto:employment@celestia-sts.com).