

WÜRTH FINANCE INTERNATIONAL B.V.

We are looking to expand our team in 's-Hertogenbosch with a

Management Assistant, 60-80 %

We are seeking a highly organized Management Assistant to join our team and provide support to our Managing Director, enabling them to concentrate on driving the core business forward. In addition to assisting the Managing Director, the Management Assistant will support our team leads and Human Resources officer, ensuring efficient collaboration and smooth workflow throughout the organization. The ideal candidate will be proactive, detail-oriented, and capable of managing multiple tasks efficiently.

Main responsibilities:

- Serve as the primary point of contact for internal and external stakeholders, managing correspondence and inquiries
- Coordinate and schedule meetings, appointments, and travel arrangements for management
- Prepare and distribute internal communications, reports, and presentations as needed
- Maintain office supplies and equipment, ensuring that all resources are stocked and in working order
- Oversee administrative processes such as filing, record-keeping, and data entry, ensuring accuracy and confidentiality
- Assist in organizing company events, including meetings, conferences, and team-building activities
- Provide administrative support to HR and team leaders
- Handle basic accounting tasks such as processing invoices

Required skills to be successful:

- Proven experience as an administrative assistant, office manager or similar role
- Proficiency in Microsoft Office 365 (Teams, Word, Excel, PowerPoint, Outlook)
- Effective communication and interpersonal skills
- Strong organizational and time management abilities, with the capacity to prioritize tasks efficiently
- Attention to detail and a commitment to maintaining high standards of accuracy and professionalism
- Ability to work independently with minimal supervision and collaborate effectively in an international team environment
- Fluency in Dutch, English and German

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Additional Information:

Würth Finance International B.V. operates from our headquarters in 's-Hertogenbosch, the Netherlands, as well as our Branch in Rorschach, Switzerland. Regular collegial exchanges occur between locations, requiring your presence at our Rorschach Branch for at least one week annually.

What can you expect from us?

- Working in a multilingual, dynamic environment
- A culture that values openness, straightforwardness and context sensitivity
- Stable employment in a financially secure and professional company
- An open, cooperative, familiar atmosphere
- Hybrid working model with up to 40 % home office
- Generous secondary benefits including a pension plan, ample opportunity for professional and personal development, and more

APPLY NOW!

Are you a person who likes to contribute their ideas, curiously questions things and wants to make a difference together with others? Then click [this link](#) to apply and become the newest member of our team!

Grow your career with us

As the **inhouse bank** of the decentrally organised Würth Group, **Würth Finance International B.V.** provides the Group companies with various financial services which include treasury services, financial risk management, international payment transactions, and e-payments.

WÜRTH FINANCE INTERNATIONAL B.V. is the financial competence center (Treasury Services, Financial Risk management, International Payment Services and Omnichannel electronic payments) for the Würth Group. We work in close collaboration with the Group companies, ensuring that the necessary liquid funds are available to the Würth Group at all times and that the Group's financial resources are optimally utilised. The Würth Group is world market leader in its core business, the trade in assembly and fastening material. It currently consists of over 400 companies in more than 80 countries and has over 87,000 employees on its payroll.

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