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| Date of meeting | 23/01/25 |
| Has the role been approved by the Board? | Yes |
| Job title of vacant role: | International Support Assistant (Team Assistant – Jnr Office Admin) |
| Salary of role & can we advertise: | €35 - 40k plus – Car allowance Dutch market value |
| Working pattern – days & hours: | Full Time, onsite **ALL TIMES**  8 – 5 pm  Must Drive have own car  Travel:  Gerry goes between GRQ to WES1A and Hoorn 1.5 from Groningen and travel to UK.  Gerry – Travels all the time. No pattern. Full time onsite at WES1A  1 time per month UK. As and when required. |
| Full time / part time / perm / fixed term: | Full time |
| Is there an up to date job description? | Yes |
| What does this role involve on a day to day basis? | **Duties:**   * Travel – constant – week in week out travel / Parking short term / taxi’s / Flights / fast track sec / Priority boaring / Car hire / Specific Seats on Flights / Baggage / Visa’s / ESTA * Advance MS Skills * Comms – Well spoken * PowerPoint – ideally able to collaborate * Diary – Changes constantly – specific formats and Changes ALL THE TIME – managing complext conflicts * Gatekeeping with Jo * Working with Jo * Spreadsheet updates – get info onto spread sheet LOVES spreadsheet – SIMPLE easy to see * Minutes in meetings |
| What are the challenges faced in this role? | * Challenge JO – very specific about what needs to be done and when and |
| What can the successful candidate expect in terms of support and development? | * Jo Support * 1 UK meet a month |
| If you were to sell this role, what would you say? | * Blu-3 * Jo * Gerry |
| Required education / qualifications: | * Microsoft Suite experience |
| Required technical skills e.g. excel, word etc. | Microsoft Suite |
| Type of person we’re looking for? | **Candidate:**   * **2 – 4 yrs ex** * **2nd jobber** * **Comms** * **Slick polish be an ambassador** * **International** * **Background – uniportant** * **Construction experience – Pharma / small to medium Ent / Exec Search / traditional industry / legal / Hospitality** * **Able to handle fast paced**   **Personality:**   * **Quiet** * **Not a big personality someone heads down and gets on with it** |
| Who will be reviewing candidates? | Jo and Liane |
| Who will be interviewing candidates? | Jo Liane and Gerry |
| Interview process? | Screen / Test on MS / 1st Jo & Liane / Psycho Test and Gerry |
| Will there be any interview tests? | Yes |
| Interview availability? | TBC |