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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 WES1A1 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
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| 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
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| 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**
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| 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 |