

potatoes are life.



Management Assistant / Office Manager

24 hours per week

At STET Holland, we're building a future where our potato varieties make a global impact. As a Management Assistant / Office Manager, you are the driving force behind a professionally run and smoothly organized office. With your experience and independence, you support the Leadership Team and ensure our internal processes run flawlessly.

What will you do?

As Management Assistant / Office Manager, you are responsible for supporting the Leadership Team (LT) and the daily operations of our office. You are the first point of contact for internal and external stakeholders and make sure everything behind the scenes runs like clockwork. Thanks to your efforts, meetings, communication, and office management are handled efficiently and professionally.

Your key responsibilities include:

- Organizing, facilitating, and taking minutes during meetings of the LT and Advisory Board
- Supporting LT members with calendar management, presentation preparation, and administrative tasks
- Translating decisions into policy and internal communication
- Managing incoming correspondence on behalf of the Leadership Team
- Managing communications towards externals on behalf of LT
- Welcoming guests and acting as a representative of the Leadership Team
- Organizing staff gatherings
- Managing office supplies, inventory, and maintenance contracts

Why is this role a great fit for you?

You're a natural organizer with a keen eye for detail. You work independently, are proactive, and know how to set priorities in a dynamic environment. You thrive in a supportive role and have a natural aptitude for communication and representation.

You also bring:

- MBO+, acquired through education or relevant work experience
- Extensive experience as a Management Assistant or Office Manager
- Excellent command of Dutch and English
- Strong skills in MS Office and digital tools
- Flexibility, resilience under pressure, and the ability to switch quickly
- Strong communication skills and a professional appearance
- A team player with a self-starting attitude

We look forward to hearing from you!

Interested? Send your application to: ilse.kuiper@stet-potato.com.