



“Join us!”

**BRAINSTORMER AND CRAFTSMAN,
PROBLEM SEEKER AND SOLUTION FINDER,
DEVELOPERS AND IMPLEMENTERS,
THEORETICIANS AND PRACTITIONERS.**

We have the right job for you!

HEUFT QUALIPLUS B.V. is an international company based in Deventer, Netherlands. Our company is a subsidiary of HEUFT SYSTEMTECHNIK GMBH, which is known worldwide for quality check and inspection of beverages, food and pharmaceutical products.

OFFICE ASSISTANT (M/F/D)

DUTCH AND ENGLISH SPEAKING

Your Responsibilities:

Assisting day-to-day tasks for sales, projects, service and parts deliveries such as:

- Developing quotations and price calculations
- Order processing and invoicing
- Working with spreadsheets and word processing programs
- Mail and telephone contact with customers, suppliers and our headquarters in Germany

Support management in the areas of:

- Human Resources
- Insurance
- Supply of records to the accounting department
- Car management
- General business management

Your qualifications:

- At least an MBO education (or similar) in the administrative field
- Strong administrative skills and work experience
- Very good written and spoken Dutch and English (German is an advantage)
- Profound IT skills in Microsoft/Libre Office
- Ability to work in a small team, with a high degree of independence
- Strong communication and teamwork skills
- Full time availability (5 days - 38.5 hours)

Our offer:

- A very varied full-time office job
- A good salary depending on age and experience (collective labor agreement metalworking company)
- Work experience within an internationally operating organization

Interested?

Then we look forward to receiving your detailed application, including your salary requirements and earliest possible starting date, to our HR department at jobs@heuft.com. For more information, please check our website: heuft.com/jobs.

This position is not the right one for you, but you are looking for another exciting challenge? Send us an unsolicited application and we will look together at how you could help to shape the future of HEUFT.

HEUFT SYSTEMTECHNIK GMBH | Am Wind 1 | 56659 Burgbrohl | heuft.com/jobs

