

We are looking for a

Administrative and Finance Assistant

Keywords: Administration / Finances/ EC Funded Projects

Job category: Administration and Finance

Job location: Amsterdam, Netherlands

Contract: Part Time, Annual – with the possibility to renew to a permanent position

Start date: Q4 2022/Q1 2023

Salary: Depending on the experience of the candidate, to be discussed

Holiday: 25 days per annum, plus statutory holidays

Job description and responsibilities

As an Administrative and Finance Assistant you will **work directly with the Director as well as all the team members.**

Your day-to-day responsibilities will include:

- + Assist the Director with daily administrative duties and attend to a broad variety of administrative tasks that include completing expense and time reports; help arranging travel plans, itineraries and agendas and compiling documents for meetings.
- + Managing all administrative staff members, including onboarding and training new team members on corporate procedures and tools.
- + Responsible for processing salaries, expenses, insurances including payments. Keeping track of the company finances. Enter data into databases, prepare financial statements, process invoices, and support other employees throughout any accounting process.
- + Help managing emails, drafting letters and documents, collecting, and analysing information, initiating online meetings with conferencing software, organising meeting schedules with Doodle and calendars, maintaining work agenda and TO DO list, scheduling meetings.
- + Providing information management support, preparing reports, memos, minutes, letters, and other documents, such as contracts, service offers, support to organise meetings and company events.

- + Performing several administrative duties contributing to project report documents, enforcing proper use of dedicated tools and procedures.

Qualification, previous experience and background

- + Experience in Administration and Finance Assistance/Management.
- + Coordination and Administrative Experience.
- + A plus would be experience in coordination/management of EC funded projects.

Required Skills

- + Excellent written and spoken communication skills in English and Dutch.
- + Good administrative skills, including filing and document organization.
- + Work experience as a Finance Assistant.
- + Advanced MS Office skills.
- + Fast problem-solving abilities.
- + Teamwork and collaboration skills.
- + Great active listening skills.

Personal Characteristics

- + Able to perform in multi-cultural environments (sometimes under time pressure) and deliver results in a demanding and fast-paced environment, meeting set deadlines.
- + Fresh thinking and innovation-friendly spirit.
- + Self-driven, responsible, and able to take ownership on projects and duties.
- + Attentive to details.

Do you want to apply?

Send:

- + Your CV
- + Cover letter (clearly elaborate on why you are the right person for the job)

via email to careers@martel-innovate.com indicating **“Administrative and Finance Assistant”** in the subject. All applications will be treated as strictly confidential.

About Martel Innovate

Martel is a dynamic digital innovation agency with more than 25 years' experience empowering organisations across Europe and worldwide throughout their journey from novel ideas to technological implementation, media and market strategy. After more than one hundred cutting-edge projects, Martel has grown from its origins as a small consulting agency into a thriving organisation with offices in Switzerland and in the Netherlands.

Building on its foundation in the management of European Commission funded projects and EU consulting, Martel's business has diversified to include research and development activities in several advanced domains, but also a broad palette of communication, marketing, media and training services.

With a skilled and passionate international team, Martel helps its customers and partners achieve ambitious innovation goals in an impactful and sustainable way. Martel offers support and guidance spanning from securing funds and providing expertise in selected ICT domains, to strategic communication, marketing and engagement plans.

Martel also offers dedicated training on European funding rules and mechanisms, on media and communication for science and technology, and on advanced topics in Cloud Computing, Edge Computing, Internet of Things, Artificial Intelligence and open-source Software Engineering.