



Looking for a challenging but fun job? Join the Elation team!

We're a world-leading producer of professional lighting solutions and one of the fastest growing companies in the entertainment lighting industry.

In order to effectively manage our growth, we are currently looking for a sharp **office assistant** to join our motivated team in Kerkrade, The Netherlands.

If you're looking for a diverse position with opportunity for growth and development and have experience in supporting the sales effort, we'd like to hear from you.

Your tasks:

- Handle incoming calls and other communication
- Manage filing system
- Monitor and administer incoming emails
- Create, maintain, and enter information into databases
- Update paperwork, maintain documents and word processing
- Manage orders and help customers through the order process
- Greet clients and visitors as needed
- Perform general office clerk duties and errands
- Organize travel by booking accommodations and reservations as required
- Coordinate events as necessary
- Maintain supply inventory

Your profile:

- High school diploma or associate's degree
- Experience as an office assistant or related field
- Independent with ability to work well under limited supervision
- Ability to write clearly and help with word processing when necessary
- Warm personality with strong communication skills, including good English language skills.

Additional languages are beneficial

Salary negotiable.

Interested? Then please apply in writing or via Jobs@elationlighting.eu and include the following:

- ☞ Personal description with explanation of your motivation for applying for the position and salary expectation
- ☞ CV with proof of education and work experience
- ☞ Photo
- ☞ Latest job references (If available)

Applications are accepted in English, Dutch or German.

Please send your application to:

Elation Professional B.V.

Junostraat 2 • 6468 EW Kerkrade • The Netherlands

Telephone: +31 45 546 85 66 • Fax: +31 45 546 85 96

E-Mail: jobs@elationlighting.eu

Elation Professional: **Office Assistant**

