

Team lead Office Support (24-36h)

Arnhem, The Netherlands



About Agriterra

Agriterra is the world's leading not-for-profit agri-agency from-and-for agricultural cooperatives and farmer organisations. Our mission is to strengthen organised farmers in developing and emerging countries, given the importance of effectively organised farmers to sustainably address food security, economic development, climate adaptation and mitigation. We are financed and work via donor granted projects and programmes. These long-lasting strategic partnerships with a variety of donors are key for us in our day-today work. For more information, visit our website www.agriterra.org.

About the job

In this position you lead and coordinate the work within the support team. This means doing office management for the Agriterra Head Office yourself but also take care of the team consisting of two parttime support officers.

Duties

- Planning & coordination of tasks within the support team at head office. Leading and Coaching of support staff, setting priorities, and first point of escalation for support issues.
- Reception: Receive and ensure correct routing of visitors, callers, and e-mails. Provide general information, answer questions, and refer if necessary.
- Facility: Support the organisation with regard to RI&E and the implementation of (preventive) health and safety measures, coordinate the emergency response team and outsourced facility services (cleaning, translation service, etc.). Budget holder for internal office supplies.
- (Administrative) Support: Provide support and coordinates with stakeholders such as emergency response team, colleagues, communication with third parties and external service providers. Provide support to the wider organisation by assisting in a wide range of general (ad hoc) administrative tasks.

What do you offer?

- MBO4 in relevant field added with 2 years of experience in a similar position.
- Basic computer skills, knowledge of MS Office.
- Fluent in Dutch and English (speaking and writing). French would be an asset.
- Planning and time-management skills, verbal and written communication skills, service and customer oriented (internal & external), flexible, independent and enthusiastic!

What do we offer!

At Agriterra, the work environment is collegial and ambitious, and the focus is on achieving impact. Salary is based on experience and ranges from 2.956 to 4.358 EUR gross.

Interested?!

Are you interested in this position and do you fit the profile? Apply with a cover letter and curriculum vitae, by sending an e-mail to vacancy@agriterra.org, to the attention of the COO Ronnie Hahné, with reference code AG1822.