

## Office Manager (32-36h)

Arnhem, The Netherlands

The logo for Agri Terra, featuring the words "AGRI" and "TERRA" stacked vertically in white, bold, sans-serif capital letters on a dark blue rectangular background. Below the text are three curved, parallel lines in a lighter blue color, suggesting a stylized landscape or agricultural elements.

### 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-to-day work. For more information, visit our website [www.agriterra.org](http://www.agriterra.org).

### About the job

This is a multi-faced position where you support the CEO and MT members in various tasks on one hand, and lead the work within the support team on the other. Office management in the broadest sense of the word: from reception work to leading a team. We are therefore looking for a go-getter, a driven team player with an enthusiastic personality, who likes to take on both executive and managerial tasks!

### Duties

- Support the CEO and MT: manage schedules, prepare meetings, take minutes, prepare communication on executive's behalf, maintaining records, maintain and refine internal processes.
- 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 about 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 3.285 to 4.927 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](mailto:vacancy@agriterra.org), to the attention of the COO Ronnie Hahné, with reference code AG2422.