
Genetwister is an innovative Dutch biotechnology company founded in 1998 specialized in molecular breeding and bioinformatics of agricultural, horticultural and ornamental plants. Through our research projects we help our customers improve crop quality to enable more sustainable farming and a more reliable food supply for the future. Our shareholders are five internationally renowned vegetable and ornamental breeding companies we are proud to serve.

In view of further growth of the company, Genetwister has a vacancy for a

Office Manager (16 – 20 hours)

to join our team in Wageningen, The Netherlands.

YOUR POSITION

The Office Manager performs secretarial, administrative and facility-related tasks to support the office operations within Genetwister. The main tasks are handling telephone calls, correspondence, e-mail, and shipment of packages. The Office Manager also carries out tasks that contribute to maintaining a pleasant work environment. Giving a warm welcome to clients and other visitors is also part of the role. The Office Manager works closely with- and reports to the Senior Office Manager.

YOUR PROFILE

- A completed middle-level (“MBO”) secretary education or equivalent
- A minimum of two years of work experience in office management
- Good communication and flexibility
- Service-oriented, pro-active and eager to learn
- Attention to detail and problem-solving skills
- Proficient computer skills and knowledge of Microsoft Office packages
- A team player who likes to work with academic professionals and internationals
- Fluent in English and Dutch

Genetwister offers you a challenging job in a commercial research environment with professionals who are passionate about innovation and application. The position is based at our offices in Wageningen and is not a remote position. Preference will be given to a candidate who is available in the morning (4-5 days).

Please send your CV and brief motivation letter to Tina Graafmans, Senior Office Manager at info@genetwister.nl. In case you have questions about this vacancy you can contact Carla van Beek, HR Advisor, at c.vanbeek@genetwister.nl or via +31 317 466 420.

Acquisition further to this advertisement is not appreciated.