

## Back Office Assistant

Ref: MS-JDS-BOA-201901

**Title:** Back Office Assistant

**Reports to:** Office Manager

**Based at:** MetaSensing HQ, Huygensstraat 44, 2201 DK, Noordwijk, The Netherlands

**Job purpose:** Contribute to building the success of the company by organizing and running the daily administrative operations. Support to the management, marketing and logistics.

### Job tasks:

- Contribute in the organization of the office, assist management in work processes.
- Place, follow and expedite orders; verify timely receipt and deliver supplies to work stations.
- Coordinate the logistic processes (knowledge of import-export regulations is an asset).
- Support the marketing unit in the preparation of fairs, exhibitions, conferences and the related material.
- Serve customers by backing-up receptionist; answer questions; forward messages; confirm customer orders; keep customers informed on order status.
- Coordinate appointments and meetings of clients and visitors by setting up their accommodation and other related arrangements.
- Arrange complex international and domestic travels for the staff.
- Sorting and distributing communications in a timely manner; collecting and mailing correspondence.
- Perform general clerical duties to include photocopying, faxing, emailing, reviewing and editing of documents, filing and record keeping on the company server.

### Required skills and qualifications:

- Fluent in Dutch and English languages (oral and written).
- A minimum of one-year experience in Office Assistant positions.
- Good knowledge of Microsoft Office suite.
- Good communication ability and friendliness.
- Independent worker with strong sense of responsibility.
- Capability of working in an international environment.
- Knowledge of publishing tools (website, newsletter, social media) would be an asset.



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### Company description:

MetaSensing is an innovative Dutch remote sensing company founded in 2008 with the aim of commercializing a novel, compact, high-resolution radar mapping technology.

In just a few years, MetaSensing has built several airborne radar sensors at different frequency bands and carried out numerous successful airborne data collection campaigns around the world.

Next to this, MetaSensing has developed a portfolio of ground-based radar systems for novel and different applications, like weather observation and surveillance operations.

Today MetaSensing is one of the unique companies in the world which offer cost effective airborne and ground-based radar sensors and services both for commercial and scientific applications.

A combination of innovative technology and advanced processing techniques has made of MetaSensing the fast growing, global company with projects in Europe, South East Asia, Middle East, Canada, United States, Africa and South America.

**Employment condition:** Possibility of working 32 or 40 hours per week.

**Employment duration:** The employment has a standard duration of one year with possibility of extension. The starting date will be agreed with the candidate. An early starting date is desired.

If interested, please send an email with your CV and cover letter to [info@metasensing.com](mailto:info@metasensing.com) with subject Ref: MS-JDS-BOA-201901.

Noordwijk, 08/01/2019