



## **ROLE SUMMARY: Office Manager (Europe, NL)**

Envirogen is a fast-growing water treatment company that is challenging the status quo in industrial water treatment and process filtration markets, enabling customers to reach new quality standards. We do this by constantly innovating, responding to market needs, providing flexibility and generating lasting partnerships that empower our customers and our people to grow.

Decisions are made without the bureaucratic processes associated with other water treatment companies, which means decisions are made quickly. We are committed to creating a positive, lasting change for businesses, communities, our planet and our people.

We are looking for a competent and experienced Office Manager to join our team in the Netherlands, to manage a small, busy department and ensure the smooth operation of our Zaandam office.

### **Main responsibilities of the Office Manager:**

- Ensure efficient day-to-day running of the office, providing organisational and administrative support and direction to the NL team and wider business.
- Manage and support the operations team, to ensure seamless delivery of day-to-day functions including inside sales administration and customer liaison.
- Oversee facilities, company vehicle and other local contracts, licences and renewals.
- Office budget management; recording, maintaining and managing office expenditure.
- Recording KPI metrics for operational efficiency reporting.
- Develop office policies and procedures to improve and streamline, ensuring they are implemented appropriately.
- Office health & safety administration and co-ordination to ensure compliance and accurate record keeping.
- Provide business support to UK & Europe Ops Director and senior team.

### **We're looking for someone who:**

- Has proven supervisory experience and team leadership skills developed in a similar role, with the ability to create, maintain and enhance productive working relationships.
- Is highly efficient, with a passion for organisation and the ability to multi-task and prioritise accordingly.
- Is motivated, professional and enthusiastic, works well under pressure, loves problem solving and is able to communicate effectively at all levels.



- Wants to work in a small but fast-paced team and has a ‘hands-on’ approach to work.
- Is comfortable with being managed and reporting remotely.
- Possesses strong IT and numeracy skills, with excellent attention to detail.
- Italian language skills would be beneficial but not essential.
- Experience in the filtration industry would be desirable but not essential.

We are looking for an Office Manager (Europe, NL) who is passionate about helping our company grow. If you have the skills and experience that we’re looking for, we encourage you to apply today.

Please submit your CV, showing relevant experience [tojoinus@envirogengroup.com](mailto:tojoinus@envirogengroup.com)

23 June 2023