

Office Manager (full-time)

Join the pioneers of PhotonFirst

Since 2006 PhotonFirst (formerly Technobis IPS) is pioneering in the research, development, engineering and production of Integrated Photonics Sensing modules and systems for a broad range of critical applications in aerospace, medical equipment, mobility, energy and high-tech systems. From January 1st, 2021, the photonics activities of Technobis Group are carved out into PhotonFirst to prepare for a fast growth to a leading worldwide position in its field. In order to organize for this growth, the strong technical team of highly educated experts will need to be complemented with a substantial number of professionals in other fields like product management, sales, operations, IT, finance and many more.

You own the offices

In our fast-growing organization, we need an Office Manager to make sure everything runs smoothly. From answering the door and incoming phone calls while making a lasting first impression to our visitors and relations around the globe, to managing our facilities, office supplies, IT infrastructure, canteen, team events, meetings and ensuring representative offices, you're in charge. Besides running the office, you also support our HR&O manager with HR administrative tasks like onboarding, personnel files and salary updates. This role requires a stress resistant and pragmatic professional that is able to keep an overview and gets things done. Our high standards need to be matched with a world class workplace experience for PhotonFirst team members so they feel at home wherever they are, at our Headquarter in Alkmaar, the Eindhoven satellite office or when they work from home. This role asks for somebody who can handle a broad range of tasks, while also having an eye for improvements around the office.

Your tasks and responsibilities

- You are the first point of contact regarding visitors
- You take care of the incoming communication such as phone calls, mail and signing in visitors
- Support HR in administrative tasks, such as keeping up the personnel files, keep up with sick reports and give new colleagues a warm welcome on their first day
- Support Finance with general administrative tasks such as invoice processing
- Support Marketing with organizing conferences and gifting (birthdays, end of year gift and other special occasions)
- General building management, initiating monthly and yearly maintenance
- Manage relationships with office supplies vendors, facility subcontractors and partners
- Organize monthly team activities (both live or digital)
- Organize in-house meetings
- Booking transport and accommodation for business trips
- Purchase of office supplies
- Prepare existing Alkmaar office and its infrastructure for upcoming expansion
- Organise the offices are well organised and clean
- Ad-hoc activities

Direct reporting line

The Office Manager will report to the HR&O Manager

Experience/skills

- Bachelor in Office management or related
- You have 2-3 years of experience as Office manager or in a related role
- Strong organizational skills
- Open, go-to person, who has a proactive can-do approach and happy to work in a quickly-changing environment
- Excellent communicator both verbally and in writing in both English and Dutch
- Proficiency in Microsoft Office (Powerpoint, Word, Excel), Teams, etc

Availability

This role is a full-time job for approximately 36-40 hours per week

Personality characteristics

PhotonFirst is a young and maturing professional organization. We have developed a strong pragmatic team mentality in which we work and experiment together to achieve common goals. We are looking for a wide diversity of people coming from different backgrounds to join our organization. We have formulated the following personal traits contributing to our professional mentality:

- Passionate team player taking ownership
- Open, straight, result driven and can-do mentality
- Pioneering, creative, flexible, and entrepreneurial
- Perseverant, professional, and well structured
- Friendly & 'fun to work with'

Inquiry

For more information about this position, please contact Sjoukje Blom, HR&O Manager via +31 85 0076700