

Are you looking for a diverse role where you are the friendly face of the company within a fantastic hardworking team?

KH Chemicals is growing! That's why we have a vacancy for an

Office assistant

What are you going to do?

As our office assistant you are responsible for our front office. Together with 2 colleagues, you are the first point of contact for internal and external relations. Your activities are diverse and dynamic, such as:

- Handling incoming & outgoing mail
- Manage customer files in the ERP system (Navision)
- Answering and transferring phonecalls
- Welcoming our visitors
- Help organizing activities and business trips
- Ordering office supplies
- Making sure the office looks at his best all the time

Who are we looking for?

You are successful in this role when you are an expert in planning and prioritizing your tasks. You are a representative person, who is used to a dynamic work environment. You are a social person who can be discrete and have an excellent feeling for organizational sensitivity.

We also ask:

- MBO4 working and thinking level.
- Knowledge of MS Excel, MS Word and Outlook.
- Good English language skills both written and in word.
- Availability 4 to 5 days a week (Wednesdays and Fridays are your fixed days)
- Creativity in terms of thinking outside the box.

What do we offer?

We offer you a challenging position in an international company. You will work as part of a young team: our average age is 35. We work hard, but do fun things together as well. KH Chemicals is a trading company, so the environment is a dynamic one. It really is a high-speed business! This includes a market-based salary.

Who we are?

With an experience of more than 25 years in chemical trading and distribution, KH Chemicals has become a well-established partner in the industry. KH Chemicals is headquartered in Rotterdam/Zwijndrecht, The Netherlands and has regional offices in Dubai, Kiev, Moscow, Shanghai and New York. Our global team currently consists of more than 70 energetic and proud employees. Since the beginning of 2019 KH Chemicals is a 100% daughter of Ravago Chemicals. More information can be found on our website at www.khchemicals.com.

Interested?

Please send your resume and cover letter (if applicable) to jobs@khchemicals.com, and to the attention of Mrs. Marloes van Es-Erkelens.

Solicitation in connection with this advertisement will be ignored.