

*As **Office Support Employee** you're responsible for a diverse range of tasks together with 3 enthusiastic and energetic colleagues. You'll be mainly focusing on **the organization of business trips (abroad) and activities from A-to-Z** (using your creativity) while also being responsible for office-stock and tidiness. You'll be communicating with all 90 colleagues within our organization in a dynamic industry, no two days are same.*

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

Office Support Employee

What are you going to do?

As our Office Support you are part of our office team. Together with 3 great colleagues you are going to be in charge of the organization of trips, activities and overall the office. Your activities are diverse and dynamic, and consists of tasks such as:

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

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.

What do you bring to the table:

- 1- to 5-years' experience or MBO-4 equal professional and/or intellectual ability
- Knowledge of MS Excel, MS Word and Outlook. Navision experience (desired)
- Good **English and Dutch 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. There are lots of opportunities for you to grow and you to realise your ambitions. We will help you to achieve your success quickly. This position includes a market-based salary. KH Chemicals, it's all about people so you'll have colleagues you can rely on in a pleasant, informal atmosphere.

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, Shanghai, Sao Paulo and New York. Our global team currently consists of more than 90 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.

Solicitation in connection with this advertisement will be ignored.