

We are hiring an  
Office Manager

# Office Manager



We are looking for an Office Manager to join our **Utrecht HQ**

 Employment type: 5 hours/day, 4 days/week (tot. 20h)

 Location: Utrecht, NL

 Contact: [langeweg@satelligence.com](mailto:langeweg@satelligence.com)

 Closing date: 15th July 2024

# Meet **Satelligence**

25+

years of  
experience

10

forest risk  
commodities

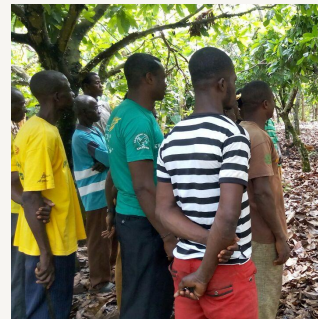
1+ billion

hectares monitored  
daily

60+

clients  
& partners

- Unmatched **data & insights** on supply chain assets, planted crops, ecosystems & risk.
- Headquartered in the Netherlands, Satelligence has a **global presence** that ensures local expertise and knowledge from the field.





# About the job

Reporting to our HR Manager, the Office Manager is the face of our dynamic team. You'll give a warm welcome to our external visitors and make sure our colleagues at the office are feeling at ease.

You will have a full ownership of our office as well as our (well appreciated) daily lunch.

We appreciate your proactiveness and any input to make our office a better place to work.

This role is operational, so no need to sit behind your desk all day! We are flexible and working hours can be discussed according to your personal situation, as long as you are available each day around noon.



# What will you do?



- Welcome external visitors
- Organize or support in internal events (e.g. yearly teamweek) and client visits
- Full ownership of the building. Communication with vendors: cleaning company, gardener, landlord
- Monitor and restock office supplies
- Responsible for fire alarm and insurances
- Kitchen, coffee corner and restroom maintenance
- Plant care (we have many)
- Waste management
- Organizing our daily lunch (no need to prepare the lunch, we order at from the supermarket)

# About you



- ✓ Dutch and moderate English or English and moderate Dutch
- ✓ Experience in hospitality (horeca)
- ✓ Permission to work in NL
- ✓ Living in or near to Utrecht
- ✓ People person
- ✓ Flexible and stress oriented
- ✓ Solution oriented mindset



# What we offer you

- 📍 Office centrally located in Utrecht city centre, close to central station
- ☂️ 27 holidays (based on full-time employment)
- 👐 Pension scheme
- 🥪 Daily lunch at the office
- 🏠 Hybrid working options

Ready for the challenge? Then we would love to hear from you! Email Githa at [langeweg@satelligence.com](mailto:langeweg@satelligence.com). Enclose your portfolio, and share why you'd be the perfect fit for this position.

If you don't tick all the boxes, don't worry. Apply anyway, and we will review your application!





# Contact us for any questions

[langeweg@satelligence.com](mailto:langeweg@satelligence.com)

