



Position: Office Assistant

Legal Entity: VanEck Asset Management BV

Location: Amsterdam

Reporting to: Managing Director

Summary: The Office Assistant will coordinate and support administrative duties for the Amsterdam office which consists of approximately 20 employees and continues to grow. The ideal candidate is someone that feels comfortable working in an entrepreneurial and fast-paced environment, and can not only keep up with the pace, but stay one step ahead of it. The role is for someone who is reliable, has an exceptional level of attention to detail, and is able and willing to take on tasks themselves and follow through to completion. This position provides a great opportunity to gain experience within investment management and be part of a friendly, collaborative team that is hard working and likes to celebrate successes! While you will support the Amsterdam office, you will have exposure to other areas of the business across VanEck and interact with colleagues in our Frankfurt (Germany), Zurich (Switzerland), and NY offices. Open to both Part time and Full time candidates.

Essential Duties and Responsibilities:

- Responsible for day-to-day office operations; answer and manage the phones/incoming calls, arrange and co-ordinate meetings and events, and distribute mail.
- Responsible for managing, planning, and organizing travel for conferences, meetings, and seminars both domestic and international.
- Assist the management board with operational issues.
- Assist with printing and binding of marketing presentations.
- Assist with sales and marketing support activities including printing and binding of marketing presentations, preparing and coordinating road-shows, ad-hoc requests.
- Prepares and distributes correspondence, memos, letters, reports or other documents as requested.
- Maintain office supplies inventory and place orders as necessary.
- Assist with maintenance of kitchen area, including ordering and stocking supplies.
- Help maintain office efficiency by proactively looks for ways to improve existing processes and procedures.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications

- Strong service orientation
- Strong interpersonal skills and willingness to take on additional responsibilities
- Exceptional oral and written communications skills
- Demonstrate teamwork in an international firm / environment
- Detail oriented and well organized
- Time management skills
- Proficient in Microsoft Office (Excel, PowerPoint, Word)

Education and/or Experience

- Minimum of 2 years of relevant experience in providing administrative support, within financial services experience preferred

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Dutch Native speaker
- Professional working proficiency in English
- Professional demeanor
- Capacity for learning new procedures/ideas
- Ability to work independent and well organized
- Ability to function effectively in a fast-paced, rapidly changing environment
- Creativity - drive to do things differently and better
- Motivation
- Enthusiasm
- Team Player