



For our established subsidiary in the Netherlands, we are currently looking for an

## Office Administrator

### Your Main Responsibilities

Your tasks include external and internal communication and correspondence with customers and employees. This includes receiving and forwarding telephone calls, as well as managing email correspondence for central functional accounts.

You will also create and send information and offers and maintain the customer database. Coordinating, organizing, and supporting meetings and events is also part of your responsibilities, as is managing the office filing system.

### Your Qualifications

You have completed vocational training as an office administrator or a comparable qualification with good results. You are fluent in Dutch and have excellent written and spoken English skills.

You are proficient in using a PC and are comfortable working with Microsoft Word, Excel, PowerPoint and CRM-/ERP software.

You are resilient, flexible, communicative, and a team player. You impress with your confidence, self-reliance, and friendly manner.

### What we have to offer

At Sympatec, we combine innovation with tradition and, through our international focus and our pursuit of premium services, offer you a highly interesting and constantly challenging work environment. A motivated team, a modernly equipped workplace, and an attractive compensation package await you.

If you feel this profile appeals to you, impress us with your compelling application documents – preferably by email. We guarantee your application to be treated in confidence.

Sympatec GmbH was established in 1984 as a spin-off from the Technical University of Clausthal. For more than 40 years we are pioneering high-tech instruments for particle size and shape analysis, serving a variety of applications in laboratory and process for customers worldwide.

With continuous innovations in laser diffraction, dynamic image analysis, ultrasonic extinction and dynamic light scattering (DLS), Sympatec makes a prominent contribution to the development, production and quality control of most challenging particulate systems; e.g. in Pharma, Food, Chemicals, Minerals, Powder Metallurgy.

Sympatec is represented in over 70 countries with about 180 employees in 20 offices and with qualified partners. As a technology leader we focus on innovation, quality and premium service. As an independent family-owned business we live up to our social responsibility with regional projects.

Our established office in Etten-Leur, near Breda, is equipped with its own application laboratory and supported by experienced service engineers. It offers existing and potential customers in the Netherlands, Belgium, and Luxembourg professional advice and dependable support.

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