

Sanoma Learning is a leading European provider of learning solutions in print and digital format. Our solutions bring better learning outcomes to pupils and support teachers in their daily work. Sanoma Learning is part of Sanoma. Sanoma is a front runner in consumer media and learning in Europe.

Sanoma Learning's Management Board consists of six members, each with their own specific expertise; CEO/CFO/CHRO/CSO/CCO/CTO. Together with their team of experts (+/- 15 persons) they are responsible for the lead of seven companies, which operate in six European countries: Van In (Belgium), Sanoma Pro (Finland), NTK/Perfekt (Hungary), Malmberg (the Netherlands), Young Digital Planet and Nowa Era (Poland) and Sanoma Utbildning (Sweden).

We are searching for an:

Office Assistant Sanoma Learning

(FT 36hrs per week, 's-Hertogenbosch)

Key accountabilities and responsibilities

The Office Assistant supports the various specialists within the 6 different areas of the Management Board of Sanoma Learning in order to help ensure excellent support for the team.

Key activities

- Planning and organization of agenda , appointments and international meetings/workshops
- Prepare (inter)national travel arrangements (hotels/ flights/ trains/car-rentals/conferences/visa)
- Daily support role for team of experts
- Champion for Employment Engagement Survey
- Digital archiving of relevant documents
- Guide new SL employees during on-boarding process
- Close cooperation with Management Assistant ICT Shared Services office and Management Assistants to the Management Board
- Work on specific projects delegated by Management Board in cooperation with Management Assistants
- Responsible for managing office requirements (office supplies, gifts etc.) and office maintenance (contact with suppliers, facility manager, restaurant)

Key skills

- Higher education in business administration and management support
- Good communication skills
- Hands on mentality
- Excellent verbal and written English language skills
- At least 3 years or more relevant experience in a similar role
- Able to deliver under pressure in an international and complex organizational setup
- Excellent practice of Microsoft Office (Outlook, SharePoint, Word, Excel, PowerPoint)

Sanoma Learning offers

- Market conform employment terms
- Involvement in complex global projects
- International working environment
- A dynamic organization where you can make a difference
- Highly engaged team

To apply or for further information

Questions concerning this role can be addressed to Management Assistants Sanoma Learning via managementassistants.learning@sanoma.com or 0031 (0)73 6287528.

Application for this role can be addressed to Annelies Balistreri (Chief Human Resource Officer) via managementassistants.learning@sanoma.com.

Deadline for sending in applications: Tuesday May 21

For further information on Sanoma Learning please refer to www.learning.sanoma.com