

Job Title: Administrative and Office Assistant (Temp)

Division: Development and property management

Location/Office: Amsterdam Nederland

Reporting to: Country Manager

Goodman is an integrated property group that owns, develops and manages industrial property and business space.



- + Own: Goodman buys property for the long-term, providing ongoing relationships with customers and investment opportunities for its funds
- + Develop: Goodman's tailor-made developments across Asia Pacific and Europe are designed to meet the individual needs of its customers
- + Manage: Goodman's in-house property services teams ensure the operational needs of its customers are met and its assets are maintained to an exceptional standard. This generates increased customer satisfaction, higher retention rates and, in turn, secure returns for investors.

Primary Objective of this position:

To support our local Dutch team with office management and handling all administration for commercial and property services related team matters;

Accountabilities & Duties:

Day to day office management;

- + Handling incoming mail (open, date stamp, distribution, filing)
- + Handling inbound calls
- + Forwarding supplier invoices to scanning centre, and filing in SPV admin
- + Handling of outgoing mail (sales invoice, letters),
- + Scanning and company filing of original contracts, bank guarantees, etc.
- + Handling of new / changed supplier request
- + Input/coding of Purchase orders in admin system.
- + Follow up of reminders (payment) from the suppliers (inform on payment status and correspondence to supplier)
- + Follow-up on supplier invoices.
- + Follow up internal approvals
- + Team meetings:
 - o Organising agendas
 - o Attending & making minutes
- + Travel & Restaurant booking
- + Word documents – preparing basis lay-out for proposal
- + Administrative follow up: creating folders, filing for incoming land opportunities
- + Preparing mailing lists

Commercial + marketing support:

- + Prepares external proposals and presentations using Word and PowerPoint
- + Keeps the marketing contact database updated
- + Helps with logistic coordination of customer and broker events
- + Contact with suppliers to order brochures, catering and follow-up of signage production

Property Services:

- + Assistance in making up ad hoc sales invoices for service charges (monthly) and reconciliation (annual)
- + Assistance and follow up incoming calls/mails from tenants (service desk)
- + Administrative (Sending invoices (on property manager request) and reminder letters arrears (on property manager request))

Competencies, Skills, Knowledge and Experience:

- + 10 years of relevant experience
- + fluent English and excellent Dutch – written and verbal
- + Advanced MS-Office skills
- + Knowledge of P2P software is a plus
- + Builds rapport well with others and is a good listener
- + Knows how to get things done, both through formal channels and the informal network
- + Can act without having the total picture, can comfortably handle unclarity
- + Uses own and others time effectively and efficiently
- + Ability to multi-task and prioritise workload autonomously within a small team
- + Eager to learn, interested in what's new or better
- + Seeks and listens to feedback in a constructive way
- + Flexible, motivated and proactive approach
- + Take responsibility for getting things done and shows assertiveness in handling