Executive Secretary:

Are you a good communicator? Do you have what it takes to ensure a smooth running of our office? Would you like to work together in close contact with the president of our organization?

Your responsibilities include:

* Keeping track of all internal documents
* Managing our email account and our member base
* Organising social activities for our active members together with the HR manager
* Directly assisting the President with administrative tasks
* Overseeing communication with active members
* Ensuring that meetings are documented and accessible for everyone
* Coordinating our calendar

We are looking for someone who:

* Is able to demonstrate a great eye for detail
* Is good at organizing things
* Is familiar with Microsoft Office
* Is capable to work autonomously and together with others

What we offer:

At the Women’s Business Network, we are trying to create business opportunities while promoting equality in the workplace. We are looking for ambitious, open-minded individuals who want to develop on a professional and personal level. Working in our organization will give you the opportunity to work together with many highly skilled people from all kinds of companies and qualified speakers. You will learn how to organise events, secure partnerships and broaden your horizon. Do you think you have what it takes to become a part of WBN?