

1865 - Advertisement:

**Administrative Assistant**

Location: Amsterdam

Wages: € 12.50 per hour

3 month temporary assignment

Role:

Arranging flights and booking hotel rooms.

Booking meeting rooms and buffets.

Faxing

Photocopying

Creating business cards

Experience/skills:

Secretarial skills

Experience with administrative work

MS Office (Word – Excel – Access), Internet Explorer

Excellent customer service skills

Friendly personality

Education:

Vocational business education

Excellent knowledge of English and Dutch

Interested?

Please send a brief letter of application with CV to: Careermail, Kanaalstraat 17, 7855 DS Amsterdam  
Attn. Mr Peter Parker