



## **Office Administrator (m/f)**

We are an international Start Up company and growing very fast. We are looking for a highly organized all-round Office Administrator to handle all administrative duties for our Office, Finance and Human Resource department. You will report to our Office Business Manager and work in our HQ in Eindhoven.

### **Your main responsibilities will be:**

- Manage the office supplies stock and place orders for stationery, computing gear and furniture in / for all our offices
- Maintain and update company databases like Oracle Netsuite and Bamboo HR
- Organize a filing system for all company documents
- Maintain a company calendar and schedule appointments
- Book meeting rooms and prepare badges as required
- Provide administrative support with our applications for subsidy/grants
- Provide administrative support to Finance with less complex accounting tasks
- Provide administrative support for recruitment and onboarding of new employees as e.g. setting up interviews, preparation & publication of job advertisements
- Administrative support of other HR related tasks as e.g. preparing our employment contracts and work permit applications etc.
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports, documents, newsletters and presentations with data, as assigned
- Arrange travel and accommodations upon request
- Schedule and organize in-house and external events

### **Your profile:**

- You have a HBO degree plus a minimum of 3 years of relevant work experience as an administrative officer, office manager or something similar
- You want to work for at least 32, but preferably 40 hours a week
- You live in or near Eindhoven, since you will be working at our HQ
- You have excellent communication skills
- Fluency in Dutch and English (written & spoken). Any other European Language is a plus!
- Experience with MS Office (MS Excel and MS Word, and MS Powerpoint specifically)
- This is plus, but not mandatory: experience with NetSuite and project management program ClickUp



From a personality and work-attitude related point of view, you recognize yourself in the following:

- You have very strong organization skills
- You have a structured way of working, you know how to prioritize
- You have the ability to multitask
- You are pragmatic and hands-on
- You work very accurately, but also quickly
- You master new things very quickly and are eager to learn new things
- You are a team player capable of solving issues on your own
- You are able to keep your head cool in a stressful situation
- You like to work in a company with employees with international background
- You have a strong interest in technology

### **Who we are**

Axelera AI is a truly European deep-tech Start Up company which is developing a game-changing hardware and software platform for AI at the edge that will make the industry more integrated, efficient and accessible. Our mission is to spread artificial intelligence for a green, fair, trusted and safe world enabling new application of AI in diverse sectors like smart cities, retail and other markets. Our company is a spin-off of a multinational deep-tech group and is backed by a strong syndicate of institutional investors. We have an extraordinary and international team of top talented researchers and developers working in the headquarter in Eindhoven (NL) and in the branch offices in Leuven (BE), Zurich (CH) and Pisa (IT).

### **What we offer**

Take the chance to become part of a dynamic, fast-growing, international organization. We offer an attractive compensation package, including a pension plan, extensive employee insurances and the option to get company shares.

An open culture that not only supports creativity and continual innovation is awaiting you. Collaborative ownership and freedom with responsibility is characteristic for the way we act and work as a team.

### **Interested?**

Great! We are looking forward to receiving your application! Please send us your resume and a short motivation in English in which you also provide us with a possible start date. Feel free to contact us whenever you have any questions or for further information @Heike Wilfling, HR Business Partner, +31621929159. For further information on Axelera AI please also have a look on our website: [www.axelera.ai](http://www.axelera.ai)

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