



NEW TEAM MEMBER WANTED!

In order to realise and monitor our growth, we would like to strengthen our Operations Team with immediate effect with an

Admin Assistant Operations

(Schiphol-Rijk, 15 - 20 hours/week)

Headquartered in Frankfurt am Main, maincubes plans, designs, builds and operates a network of very efficient data centers of various sizes and specifications in Europe. maincubes provides various market segments with carrier-neutral, highly secure and sustainable capacity to house their IT infrastructure.

YOU CAN SUPPORT US!

- ◆ Your main responsibility is to support the local Operations team with their administrative tasks.
- ◆ You are the main contact for all administrative matters between the regional office and our HQ in Frankfurt.
- ◆ You are responsible for managing documents and general correspondence.
- ◆ You are responsible for creating Purchase Orders in our systems.
- ◆ You track & trace orders and deliveries from our suppliers.
- ◆ You track & trace service reports from our suppliers.
- ◆ You keep our documentation clean and up to date with the input of our engineers.
- ◆ You are responsible for the relationship of a selected number of suppliers.
- ◆ You enjoy working with national and international contacts (both internal and external).
- ◆ You are eager by nature and willing to learn every day.

MAINCUBES SUPPORTS YOU!

- ◆ We are a fast-growing company in need of your experience to support its further development.
- ◆ We offer plenty of room for new ideas.
- ◆ We are a friendly, open-minded and highly motivated team.
- ◆ We offer a modern workplace where you feel valued and highly welcome.

BRING IN YOUR PERSONALITY!

- ◆ You have several years of professional experience in a similar function.
- ◆ You are fluent in Dutch and English; knowledge of German is an advantage.
- ◆ You work with a high degree of personal responsibility, commitment and ambition.
- ◆ You are flexible, service-oriented and have good problem-solving skills.
- ◆ You pick up tasks quickly and are willing to learn every day.
- ◆ You like to work in a smaller team and have strong communication skills.
- ◆ You are empathetic and have good interpersonal skills.

If you recognize yourself in the description above and if you are interested in the vacancy for Admin Assistant Operations, please submit your application letter and CV as soon as possible.

Hopefully we will be able to schedule a follow up and meet each other in person.

Please send your information as well as your availability (days per week and hours per day) in a PDF to: jobs@maincubes.com

We are looking forward to hearing from you

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