



**ADMINISTRATIVE
OFFICE
MANAGER**

*We are looking forward
to meet you*

lance
ICT GROUP

ADMINISTRATIVE OFFICE MANAGER

LANCEICT-AOM-2023

Lance ICT Group is a software company that strives to create distinctive value for its partners by providing seamless IT solutions, mainly in area of risk and safety management. We are working on a wide range of business platforms applying cutting edge technologies and always try to make the best architecture and code possible. We believe in personal growth and constant improvement of each individual member of our team.

At the moment, we are looking for a new colleague **PART/FULL TIME ADMINISTRATIVE OFFICE MANAGER** ready to take on challenges and be a part of our team! This position will be a first step to joining our company and walking into the start of several exciting new projects and has huge potential to grow with our company's success! If you are looking to keep your career growing, interested in working on various projects and make a visible impact in the company, this is the opportunity for you!



RESPONSIBILITIES

- Create and maintain parts of product and project documentation
- Work closely with other engineers in an international team environment
- Support with customer issues
- Contribute in all phases of the software development lifecycle

MUST HAVE SKILLS

- Ability to effectively communicate in Dutch and English (oral and written) - The general language in our office is English, our main customers are Dutch, our programs and documentation are at the moment available in Dutch and English
- General knowledge of MS office package – Word, Excel, PowerPoint
- Result driven analytical thinker, open in communication
- Strong team player - In a small team as ours, it is mandatory that we are all team players and are willing to support each other
- Will to follow several internal courses so that you will learn how to perform our processes in your job

DESIRED AND OPTIONAL SKILLS

- Experience with creating project and product documentation
- Experience with Wordpress / maintaining website content
- Knowledge of any versioning system (TFS – Azure DevOps / SVN / GIT etc.)
- Passion for learning, growing and improving
- Experience with scrum agile way of workings
- Experience with handling phone calls and customer issues

WE OFFER IN RETURN

- A part-time job, starting with 3 days a week, that in the future can grow to a full-time
- Competitive salary plan
- 25-37 free days per year (when working full-time)
- Chance to work in international team with cutting edge technologies on the exciting projects
- Modern office in Natalini-Toren in Roermond, with a possibility to work from home
- Free courses and constant growth on professional and personal level with career plan



If you believe that you're fit for the job and would like to join us, please apply by sending us your **CV** and **cover letter** in English or Dutch to support@lanceict.com - subject:

LANCEICT-AOM-2023 + Your Name.