



FULL TIME HR- EN OFFICE MANAGER

WHAT ARE YOU GOING TO DO?

As an HR and Office Manager you are a crucial factor in the success of the FiveX team and the working environment. You are the point of contact and the controller, who ensures that everything runs smoothly and that everyone within the team is happy. You are social and a real go-getter and can keep the overview well. Whether you ensure that the office is fully facilitated, have conversations with colleagues or arrange a great partner or company event, nothing is too crazy for you!

You end up in a young organization where there is a lot of room for your own input. This offers a lot of opportunities, you can still shape the tasks and ways of working all by yourself and you can grow with this company. That's why now is the time to join FiveX!

Specifically, your duties would consist of;

- you build the atmosphere in our offices and you are the point of contact for our employees. You make employees happy!
- you are responsible for our office spaces: furnishing and everything that comes with it.
- You arrange company drinks, partner events or organize an awesome team outing. You proactively look for potential new colleagues and arrange everything for this. Think about writing the vacancies, recruiting potential colleagues, conducting the first interviews, etc.
- Human Resources and everything that comes with it.
- Supporting the management.
- Picking up current affairs

YOU HAVE/ARE..

- .. a real people person, gets to know your colleagues and knows exactly where their needs lie;
- .. a real multitasker, who is at home in all markets. Nothing is too crazy and you make sure that even great things run smoothly;
- .. a hands-on mentality, taking initiative, common sense and able to keep things going;
- .. ambitions and can keep a good overview;
- .. a real team player and masters good communication skills, both verbally and on paper;
- .. finds it important to make a valuable contribution within a start-up environment;

WHAT DO WE OFFER?

- A cozy and informal working environment in cool Amsterdam
- A challenging position at a start-up where you can learn a lot and contribute to FiveX with unique opportunities and growth opportunities Flexible working hours
- A cool office with sports facilities and roof terrace
- A good salary and travel allowance
- Very nice BBQs and drinks together with your colleagues!

ABOUT US..

With FiveX we are building a platform to enable online retailers to see all the insights of the business. With years of experience, the vision has arisen to launch FiveX and to help entrepreneurs achieve 5X more results from their business. Through the right methods, systems, mindset and expertise, our customers will achieve more success!

Do you also want to be part of this team? Then apply quickly! You can email your motivation and CV to info@fivex.nl. If this is the match, we would like to schedule an (online) meeting with you.

