



Job Vacancy: Administrator (32-40 hours)

About Periplus:

Periplus is a Dutch company with around 20 staff of various nationalities. We have more than two decades' experience as subsea data specialists bringing the subsea world to the surface. We developed a data platform, GRIDit, to visualise the seabed for clients including the offshore (wind) sector. Our clients include energy companies, hydrographic organisations and government organisations. Located in the iconic Kraanspoor building in Amsterdam Noord, our office is close to the NDSM ferry and Amsterdam Central Station.

What we offer:

Periplus offers room to grow and learn. We will support you to develop your skills and get to know our administrative and HR work processes. Our business is growing and we hope you can grow with us! The job is hybrid: 32-40 hours a week, with 3 or 4 days based in our Amsterdam Noord office. Our team and clients are Dutch and international you must be comfortable working in both Dutch and English.

About the role:

We are looking for an Administrator with experience of supporting financial and salary administration. You will also organise various meetings and lunches and be the first point of contact for our team's questions. We are a small, growing team so flexibility in the role is essential.

During the first months you will focus in learning the company and our HR and administrative procedures. Our administrative processes can be improved, so you would be encouraged to play an active role in making your work, and that of your colleagues, easier.

What you will do:

- Be the first point of contact for colleagues and clients.
- Support HR processes, including onboarding and salary changes.
- Support our billing and financial administration.

- Plan and organise office activities, including meetings, lunches, quarterly dinners and – of course – Friday afternoon drinks.

Who are you:

We are looking for a team player who is motivated to support our HR and financial administration, alongside organising office activities. If you can support our ISO-certification processes, that is a bonus.

Your qualities:

- You want to broaden your skills.
- You have experience of supporting HR and salary administration.
- You have three years' work experience.
- You take initiative.
- You take responsibility for the quality of your work.
- You are a team player.
- You are comfortable working in both English and Dutch.

Get in touch with us:

If you see yourself in this description, and are interested in joining our team, send your CV to info@periplus.nl. A covering letter is only necessary if you want to tell us something that is not on your CV. If you have any questions, please contact Willem van Mierlo on +31 (0) 20 636 7891.

We look forward to receiving your application!