

Office Manager (32 – 40 hrs)

About European Drilling Projects

We are European Drilling Projects (EDP), an international-oriented, energetic, fast-growing, and dynamic scale-up company in the energy sector. We strive to design and introduce ground-breaking drilling technology and provide solutions that positively impact multi-million-dollar drilling operations around the globe. With our custom-made solutions and technology, we are challenging the status quo and moving the industry forward. Our technology is currently used by some of the largest operators and service providers in more than thirteen countries around the world and we are still expanding our global presence at a rapid pace.

Would you like to be part of this adventure?

Job Summary

As the Office Manager, you maintain a key position within the rapidly growing organisation. You are at the centre and are involved throughout the organisation from HR, to assisting the management team and overseeing team performance and travel. Your role is entrepreneurial and requires a strong independent person. You will be involved in a large variety of different tasks as the rest of the team, will help build and shape this innovative company to the next level. The office manager reports directly to the management team.

Office Management – Responsibilities

- Greeting visitors, answering phone calls, and delivering world-class service to our suppliers and partners.
- Coordinating appointments and meetings and managing staff calendars and schedules (i.e., Supervisory Board meetings, monthly meetings)
- Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Coordinating international travel, including flight, hotel, and car rental reservations.
- Monitors good communication between departments and acts accordingly if needed.
- Monitoring quarterly KPI checks from department heads.
- Manage insurance.
- Maintain and troubleshoot IT-related challenges.
- Managing events (birthdays, gifts, parties, etc.)
- Manage Credit Card related tasks.
- Manage, and safeguard the duration of contracts (agency agreements, confidentiality agreements, etc.)
- Oversee facilities services, maintenance activities, and tradespersons (i.e., electricians).
- Ensure Kaizen-principle is active at the office. Overall improvement.
- Overview finance.
- Overview ISO.

Human Resources - Responsibilities

- Confidential counsellor.
- Prepares employees' contracts.
- Recruits, preliminary interviews, and hires new staff in the departments.
- Administrative work related to sick leave and holiday days etc.
- Schedules the quarterly/yearly performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Provides support and guidance to MT when complex, specialized, and sensitive questions and issues arise.
- Analyses trends in benefits and compensation; to ensure that EDP retains and attracts top talents.
- Creates development and onboarding learning programs and initiatives that provide internal development opportunities for employees.
- Maintains compliance with local employment laws and regulations and recommends best practices.

Your Profile

- Communicative, structured, and well-organized.
- Entrepreneurial mindset.
- Independent and strong-minded as well as a team player.
- Excellent communication skills, both written and oral (English and Dutch).
- Microsoft Office Package – Intermediate level (Excel, Word).
- Minimum level of education at HBO-level or equivalent.
- At least 10 years of experience in a similar field.

What can you expect from us?

- Max. EUR 4.000 per month (based on full-time, including pension contribution).
- Stock Appreciation Rights (SAR) Package – applicable after one year on ft base.