# BOSAQ I Water Experts – Personal Assistant & Office Manager

## Personal Assistant & Office Manager

**As Personal Assistant and Office Manager**, you will be the operational backbone of BOSAQ. You will combine confidential C-level support with hands-on office management, and finance-support. This role is broad, practical and ideal for someone who enjoys bringing structure and follow-through to a fast-moving international company.

**Key responsibilities**

- Provide confidential PA support to the CEO, including agenda management, correspondence, meeting preparation and action follow-up.
- Manage day-to-day office administration, office supplies, update company databases, maintain company calendars and schedule appointments.
- Process incoming and outgoing invoices, purchase orders, payment requests and related documentation together with Sales, Operations and Finance.
- Support monthly reporting on expenses, office budgets and administrative spend, and follow up with suppliers and internal approvers where needed.
- Coordinate insurance administration across BOSAQ entities, including policy records, renewals, claims support and broker or insurer communication.
- Arrange travel, accommodation, transport and practical logistics for employees.
- Support HR with onboarding administration and practical coordination for new employees and team members.
- Schedule and coordinate in-house and external events, customer or partner meetings, and team moments.
- Support Marketing with ordering and coordination of marketing and promotional materials.
- Improve internal processes and create simple, reliable administrative structures that help the company scale.
- This role will evolve into a full time PA / executive officer in the next 1 – 2 years, in line with the growth of the company

## Your profile

- Proven experience as an Office Manager, Personal Assistant, Administrator or similar coordination role.
- Strong organization skills, attention to detail and the ability to manage several priorities without losing structure.
- Excellent written and verbal communication skills in Dutch and English.
- Good command of Microsoft Office, especially Outlook, Word and Excel; experience with office-management or finance tools is a plus.
- Experience with invoices, payments, purchase orders, basic reporting or accounting administration is a strong advantage.

- High integrity, discretion and sound judgement when handling confidential information.
- Proactive, hands-on and solution-oriented, with the confidence to improve processes rather than simply follow them.
- **You will thrive at BOSAQ if you are**
    - Structured
    - Can prioritize well
    - Hands-on
    - Not afraid to ask for help
    - A team player
    - Open, straightforward and comfortable with honest feedback
    - Passionate to create a world where everyone has access to clean water

## You will feel like a fish in our water if...

- You like fast growth, high responsibility, and direct impact
- You enjoy connecting operational and strategic work
- You are comfortable working closely with senior leadership
- You like honest, straightforward, and to-the-point communication (open feedback makes us all better)
- **Integrity** is one of your key values
- A '**work hard-play hard**' culture in a pleasant and dynamic start-up drives you

## You'll love us for

- **Changing the world** for the better and giving you the chance to be a part of it
- **Investing** in you: we believe talent like yours needs to be fostered and watered regularly for it to grow
- Providing you with opportunities: our company is growing and so will you
- An **attractive and creative remuneration package** for a job with impact
- Giving you **access to ESOPs as part of your growth in the company,** as you deliver on preset goals
- A flexible schedule in place and time: you **schedule your work as it fits you**, to be at your best

https://bosaq.com/