

Operations Support

What are you going to do?

Working at Renewd® is fun, challenging and it requires a huge amount of personal responsibility! As an Operations Assistant, you are part of the Operations department and will support the Operations Specialist in his daily work. The Operations Department is a small team with enthusiastic and friendly colleagues. We work hard, but also smart and are there for each other when needed. The atmosphere is open and direct.

You stand at the heart of the organisation and are the link between the internal departments Purchasing, Sales and Customer Service. Externally, you are the link between our partners and customers for goods receipt, quality control, warehousing and logistics.

You have knowledge of the entire operational process and are therefore involved in various projects. In addition, you will be busy processing and supporting returns and deliveries and processing and sorting out (ad hoc) questions from the organisation.

Our systems are your main tools to carry out your work. An example of one of your tasks is "Stock Management"; you systematically check whether our physical stock matches the stock in our system. If you notice discrepancies, you take the initiative to resolve them yourself.

This position is mainly based at our Utrecht office. Occasionally, you will be on site at our partners.

You will report to the Head of operations.

You like to:

- Take initiative yourself and enjoy rolling up your sleeves.
- Identifying customer needs and ensuring that our processes seamlessly match them.
- Continuously improve processes.
- Maintain, improve and optimise internal working procedures and instructions.
- Initiating, managing, coordinating and participating in projects.

This is where you recognise yourself:

- You are available full-time (40 hours).
- MBO+ working and thinking level
- At least 1 year of relevant work experience is an advantage
- You are stress-resistant, able to organise your own work well or set the right priorities and thus meet every deadline.
- You are solution-oriented and the first point of contact for (daily) problems at partners, customers or internally, and will look for the right solutions together with the partner, customer or colleague concerned.
- You have the will to grow and continue to develop yourself

- The capacity to continuously improve by being solution and result-oriented
- Experience with Excel, Exact online and other WMS systems (preferred).
- A good command of the Dutch and English languages. Other languages are also of added value.
- You have an affinity with telephony and IT.
- Excellent communication skills.

Here's what you get from us:

- A good salary, that goes without saying.
- A well-kept workplace, which consists of modern Apple products: MacBook, Headset, Magic Mouse, Renewd® iPhone.
- The possibility to work from home, once you have been properly trained.
- 25 more than earned vacation days.
- Travel allowance and pension scheme.
- A dynamic and challenging job, in a young international team. You get something from many departments and you grow with the company.
- A more than extensive lunch at the office (vegetarian, veggies, halal. etc.), at the expense of the boss!
- Coziness; we celebrate everything! So also the holidays of our international colleagues.
- A flat organization, both in terms of humor and hierarchy! Having a drink with your boss or manager on Friday afternoon drinks is the rule rather than the exception.

How do you apply?

Share your motivation and CV with Tibet Araz (t.araz@renewd.com).

If you have any questions in advance, feel free to send a message!

