



Job offer

Receptionist

Working at Van der Hoeven

In a world where sustainable, locally grown products are a priority, the demand for high-tech, efficiently designed greenhouses is growing. That's a challenge perfectly suited to Van der Hoeven Horticultural Projects. We have been designing and realising horticultural projects across the world since 1953, enabling growers and investors to maximise the return on their investment.

As a full-service partner, we offer our clients a comprehensive package of disciplines, from feasibility studies to cultivation advice. Aftercare is of paramount importance to us, which is one of the reasons why we create long-term relationships with our clients. We're proud of that. Our colleagues at Enthoven Techniek-Patron Agri Systems add their specialism in the field of electrical installations, climate computers, lighting and water installations to the high-tech turnkey projects we realise on a global level.

Working at Van der Hoeven Horticultural Projects means working for a professional, rapidly growing, collegial organisation on leading international projects. Each day, we work with 140 professionals to optimise our projects, develop innovative systems and go the extra mile together. We always have the same goal in mind: realising tailor-made projects for our clients. We are constantly innovating our techniques in order to make a positive contribution to relevant environmental issues and global food security.

Your activities

You are our business card! You receive our visitors hospitably and guide them in the right way. You also operate the telephone switchboard and ensure correct handling. These activities are alternated with processing incoming and outgoing mail, managing the general incoming mail traffic and arranging presents for special events. In addition, you provide administrative support to the Purchase Control & Administration department.

Your skills and experience

- At least a secondary vocational education
- Relevant work experience
- Fluent in the Dutch language, both verbally and in writing
- English speaking skills
- Knowledge of MS Office
- You have good communication skills, work accurate and you are customer-friendly

Our offer

We are a progressive organisation where there is also room to grow, both in your own position, within the organisation and personally. The technology of horticulture is specific. You gain this knowledge through experience, knowledge transfer from colleagues and internal knowledge sessions via our VDH Academy. We also have an internal Talent Development programme under the guidance of external professionals. This offers you the opportunity to further develop your own competences. With the daily games of billiards in the break, the Friday afternoon drinks and company outings, there is certainly time for relaxation and team building. Finally, we have a profit-sharing scheme and offer 25 days of leave and 7 paid leave days.

Does the above profile speak to you? If so, please send your application letter and CV to Heleen van der Vaart, HR: h.vandervaart@vanderhoeven.nl.

Acquisition as a result of this advertisement is not appreciated.