



## Team Assistant

TenneT is growing fast to realize its strategic ambitions. We play a leading role in driving the energy transition.

We are looking for a passionate Team Assistant at our location Arnhem who will contribute to this and that might be you?

### Your contribution to TenneT

The Team Assistant supports the team in reporting, assigned daily tasks and to obtain, share and distribute information to team members and stakeholders. The tasks are a combination of secretary, administrative, financial, reporting and managerial support. The Team assistant is key to ensuring that the administrative processes run smoothly.

- Support on secretary, administrative, and management level to the. HSE Strategy team in the Netherlands. The Assistant won't support in calendar management and managing the emails of team members besides the head position.
- Planning, coordination and implementation of events and meetings (internal meetings and meetings with external partners), including the scheduling, booking of rooms and meals, and preparation of the minutes
- Planning and coordination of the procurement of IT equipment, consumables and personal protective equipment (PPE)
- Processing of purchase orders and related invoicing
- Carrying out specific tasks assigned by the Head, in the interest of the team and where applicable for HSE

### Your profile and background

We are looking for a person who has:

- Proven experience as an Administrative Assistant
- Knowledge of office management systems and procedures
- Proficiency in MS Office, SAP (as an end-user), SharePoint
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills (in English and Dutch, German is a plus)
- Strong organizational skills with the ability to

### Additional information

- The weekly working time is 32 to 40 hours
- Type of contract is indefinite
- Job interviews for this position will be (partly) in English. Please send us your motivational letter in English as well

In our online-application-form you can apply within only some minutes as long as this job is posted. Subsequently we screen your application and get back to you as soon as possible. Our selection process consists of 1 online interview and personal interviews in Arnhem.

For further questions regarding the recruiting process please contact:

Miguel Ortiz  
Talent Acquisition Team  
06 1420 7847  
miguel.ortiz@tennet.eu

### Our offer



### Our recruiting process

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[Optional Lead/Head: and one assessment center.]

For further questions regarding the recruiting process please contact:  
[RECRUITER FIRST & LAST NAME]  
People | Talent Acquisition  
[RECRUITER PHONE NUMBER]

For questions relating to the position:

- multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

[HM or DELEGATE FIRST & LAST NAME]  
[HM or DELEGATE DEPARTMENT | TEAM]  
[HM or DELEGATE E-MAIL]

## This will be our challenge

The department Health, Safety and Environment ensures and supports HSE compliance for the units Grid Field Operations and Large Projects based on TenneT guidelines and principles. Furthermore, the team supports establishing a top class safety culture and environment in which it is possible for everyone to go home safe every day.

## AI and more about TenneT

Since we use AI as part of our recruiting process, we would like to create transparency and clarity at this point. The AI serves exclusively as a supporting and recommending tool to make our processes even faster and more efficient. At no time are automated decisions made.

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TenneT is a leading European grid operator. We are committed to providing a secure and reliable supply of electricity 24 hours a day, 365 days a year, while helping to drive the energy transition in our pursuit of a brighter energy future – more sustainable, reliable and affordable than ever before. In our role as the first cross-border Transmission System Operator (TSO) we design, build, maintain and operate over 25,000 kilometres of high-voltage electricity grid in the Netherlands and large parts of Germany, and facilitate the European energy market through our 17 interconnectors to neighbouring countries. We are one of the largest investors in national and international onshore and offshore electricity grids, with a turnover of EUR 9.2 billion and a total asset value of EUR 45 billion. Every day our 8,300 employees take ownership, show courage and make and maintain connections to ensure that the supply and demand of electricity is balanced for over 43 million people.

### Lighting the way ahead together

<https://careers.tennet.eu/careers/JobDetail/87427>