



Management Assistant

Bedrocan International B.V. is looking for a Management Assistant to work with the CPO and the Legal department at their facility in Emmeloord.

About Bedrocan

Bedrocan is the most experienced producer of medicinal cannabis in the world. We are renowned for our standardized, high-quality products, which is why numerous governments, scientists and pharmaceutical companies have chosen to work with us all around the world. We believe that our product is one of a kind and the best in the world.

As our reach and influence is rapidly expanding in the global cannabis industry, we are looking for highly qualified and motivated professionals. Are you ready to join our team and play a vital role in this exciting journey?

What you will do

As Management Assistant at Bedrocan your ultimate goal is to support the work of the Chief Production Officer and the Legal Counsel. It is a combined role, where the main tasks revolve around organizing and navigating agendas and facilitating the internal communication (e.g. distribute information and help preparing presentations) within the Operations department and the Legal team. You will also be responsible for creating meeting minutes and help updating process documentation materials and policies regarding the respective teams.

Who you are

- You have at least 2 years proven work experience as a Secretary/ Management Assistant/ Office Manager or in a similar role at an international organization
- You have a good knowledge of general office procedures and experience with office management systems (ERPs, MS Office, Cloud-based applications/calendars, etc.)
- You possess excellent organizational skills and you are able to think proactively
- Your communication skills are excellent, (via phone, email and in person), in both English and Dutch.
- You are open, flexible and willing to support

What we offer

- An exciting job at a fast developing and internationally expanding company where change creates opportunities for growth and the employees believe in the success of our products
- Reimbursement of your travel costs
- A company laptop and mobile phone
- Opportunity to occasionally work from home

How to apply

Please send your curriculum together with a brief motivation letter to the following email address: career@bedrocan.com, before **31 January 2019**.

For further information on this vacancy you can also contact David Farago by dialling +31 598 62 37 31 .

Acquisition is not appreciated.