



Sympower Amsterdam Operations Intern

We are looking for an operations intern to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and happy people.

Operations intern responsibilities include:

- providing support with general administrative activities;
- supporting the hiring and onboarding of new employees;
- setting up and maintaining human resource management policies & processes;
- supporting external communication such as newsletters and social media;
- maintaining office efficiency by planning and implementing office systems, acquisition of materials;
- plan in-house or off-site activities, like celebrations, team building days and conferences;

Previous experience as an Office administrator would be an advantage. A successful operations intern should also have experience with a variety of office software (email tools/spreadsheets) and be able to accurately handle administrative duties.

The operations intern will work closely with the Chief of Staff. Ultimately, the operations intern should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation.

The ideal candidate would have:

- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office and Google Suite products
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements