

<b>Job Title:</b>	Administrative Assistant R&D
<b>Location:</b>	Amsterdam – The Netherlands (EU)
<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	This position will report to the Technical Manager.
<b>Travel (%):</b>	< 5%
<b><u>Major Roles &amp; Responsibilities</u></b>	<p>Kraton Corporation is looking to hire a new member of our R&amp;D department in Amsterdam.</p> <p><b><u>Major Roles &amp; Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Act as back up for coordinating and arranging activities such as meetings, travel (domestic and international - including booking flights, hotel reservations and rental cars), and conferences both on and offsite</li> <li>• Provide general administrative support such as ordering and managing facility items, administering lunch attendance, ordering business cards, manage conference meetings and act as focal point for scientific articles</li> <li>• Handle of legal documents for the site and liaise with Kraton legal department</li> <li>• Edit and register of reports and official documents (such as R&amp;D notes) into SharePoint</li> <li>• Register of absence of illness and prepare monthly overviews for HR</li> <li>• Act as focal point for reception (guest registration, participate in safety guide for visitors, manage mail and courier requests)</li> <li>• Manage HSE activities such as issue and archive HSE notes, man-hour registration</li> <li>• Manage procure to pay process by preparing invoices for payment (i.e. purchase requisition and good receipt)</li> <li>• Performs other duties and tasks as assigned</li> </ul> <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton's internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<b><u>Skills and Experience</u></b>	<p><i>Required</i></p> <ul style="list-style-type: none"> <li>• Administrative experience and/or experience in a progressive office environment</li> <li>• Fluent in Dutch and English, both written and spoken</li> <li>• Proficient with Microsoft Word, Excel, PowerPoint and Outlook</li> <li>• Experience with SAP is preferred</li> <li>• Professional, flexible and open to change</li> <li>• Discrete individual</li> <li>• Able to prioritize and work under pressure</li> <li>• Able to organize meetings</li> </ul> <p><i>Competencies</i></p> <ul style="list-style-type: none"> <li>• Professional, flexible and open to change</li> <li>• Discrete</li> <li>• Able to prioritize and work under pressure</li> <li>• Planning &amp; Organizing</li> </ul>
<b><u>How to Apply</u></b>	Submit your resume to <a href="mailto:jobs@kraton.com">jobs@kraton.com</a>