

Bedrijfsgegevens



Shell International
B.V.

De recruiter



Germaine Cooman
Source

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BUSINESS ADMINISTRATION SUPPORT

Functie	BUSINESS ADMINISTRATION SUPPORT
Locatie	Den Haag
Uren per week	40 uren per week
Looptijd	28.08.2022 - 27.11.2022
Opdrachtnummer	116844
Sluitingstijd	27.11.2022

Rolomschrijving en taakafspraken

Het CV en de motivatie dienen aangeboden te worden in het Engels.

Het CV dient in een Word format aangeleverd te worden.

The Investor Relations (IR) team is responsible for managing Shell's communication with the international financial community of analysts and investors. IR operates closely with the Executive Committee, Media Relations, Businesses, Finance and Strategy teams. The successful candidate will provide support to VP IR and general admin support to the IR team. Diary management. Planning of meetings and team events. Comprehensive travel arrangements for the team. Ensure payments of invoices and timely submission of expense reports. Monitor IR mailboxes and enter meeting data into the Nasdaq for management information system. Support team and event coordinators up to quarterly reporting and key events. IR is a fast pace environment. The candidate needs to be able to work independently and perform also when there is a level of pressure within the team, while seeking advice or help when necessary. The position can be in London if that is of preference for the successful candidate.

[Bekijk opdracht online](#)