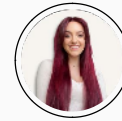


Bedrijfsgegevens



Shell International
Exploration and
Production B.V.

De recruiter



Melanie Vries
Source

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E-mail: Melanie.devries@headfirst.nl

BUSINESS ADMINISTRATION SUPPORT

Functie	BUSINESS ADMINISTRATION SUPPORT
Locatie	Amsterdam
Uren per week	40 uren per week
Looptijd	31.01.2023 - 31.01.2024
Opdrachtnummer	129322
Sluitingstijd	31.01.2024

Rolomschrijving en taakafspraken

The Shell ventures Team Assistant role provides professional administrative and assistant support to Senior Venture principles, the GM Investment and portfolio and the Senior Implementation Manager.

This role will work as part of the Shell Ventures team to support the following activities; Act as focal point for specific activities within SV on behalf of Global Function incl. internal systems and processes, event management, visiting delegations, travel etc.; SERP/Smarter Spender focal point for SV. Contribute to specific events, projects or one off activities as part continuing focus on building connectivity and capacity across SV Function

[Bekijk opdracht online](#)