



The Fork
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Organizer 3.0

The Fork is a new style company based in Amsterdam. With agriculture in our DNA and inspired by information technology, we work on blockchain to improve global food systems. Practically, it means that we do 3 things: organize events, develop solutions for clients and offer tech training for food corporates. We need more superpower to build this emerging company and have plenty of work for a practical, can-do person. Can you help us grow The Fork into a global leader?

You have 2 main responsibilities. Make our office tick like clockwork. Make our clients and partners feel at home. You love organizing, are very proactive, have fun meeting deadlines, communicate effectively and you prioritize and delegate tasks, also to the Founder. You are independent, resourceful and flexible.

Responsibilities

- High-level executive and administrative support
- Oversee budgets, prepare and process invoices
- Facilitate internal and external communication
- Build relations with +20 partners
- Troubleshoot problems, recommend more efficient ways to run the office
- Respond to management requests for information on a wide range of issues

Must-haves:

- Highly organized self-starter with ability to troubleshoot problems
- Comfortable working in fast-paced high-pressure environment
- Able to manage and prioritize multiple projects
- Excellent follow-up on key issues
- Bachelor degree in business, public administration or related field
- One year full-time experience
- Excellent verbal, written and interpersonal skills in Dutch and English
- Advanced capabilities with Outlook, Word, Excel, PowerPoint

Nice-to-haves:

- Affinity with IT
- Relationship builder, internally and externally

- Set up and maintain filing systems 3.0
- Website management
- Sales affinity
- Talent for good design

What we offer

- Competitive salary that incentivizes you to grow
- Autonomy in your way of working
- Challenging, dynamic start-up environment
- Possibility to excel and grow in what you do best
- Be central in the leading new technology
- Make a difference and shape the company

Send your motivation and resume to hi@thefork.online and we might meet soon