



IT Coordinator

Are you ready to join a fast-growing outsourcing company that offers various growth opportunities?

Silver Bell Group's success started 8 years ago and today its local team has more than 400 people. In cooperation with our client, we are searching for an **IT Coordinator** who will join our team.

Meet our partner - The company houses 75 employees with 25+ nationalities in an open, fun, and ambitious working environment. The company offers sales, marketing, HR, and financial services to its North American clients to help them become successful in Europe. Their focus is on international business, personal development, and growing together.

„Accelerated growth is on the horizon for our organization and we recognize marketing is the backbone of this“. Therefore, if you are team spirited, eager & looking for a new chance to contribute with your creative and bold flare, this is the place for you

Your role:

- Together with the IT Manager, you work on the organisations automation goals
- Work closely with our Champion users and facilitate them to coach their colleagues
- Support with onboarding & offboarding for employees & clients
- Set up & secure email and Microsoft accounts for new employees & clients
- Generate reports about the usage of systems and communicate to the organization

We ask:

- Good understanding of the Microsoft Excel tool
- Experience working with Microsoft Power Platform (especially Power BI) would be considered a plus
- Able to think and operate on a Bachelor level
- English speaker
- You enjoy challenges
- You get energy out of helping others
- Hands-on, energetic, independent, and people-centric

What's in it for you:

- 20 hours per week (5 days x 4 hours; with the potential of 40 hours per week)
- Option to work from home one day per week
- A competitive salary
- An energetic work environment with enthusiastic colleagues
- The opportunity to develop yourself on a professional and personal level
- 25 vacation days per year
- Business trips to the Netherlands

If you have any questions, feel free to contact us via e-mail: career@silverbellgroup.com