

SpaceNed Vacancy: Allround Office Assistant (Part-time)

About SpaceNed

SpaceNed is the industry organisation for the Dutch space sector and represents 64 organisations, including companies, research institutes, and universities. Our members are active across the entire space value chain, from satellites and launch systems to research, innovation, and education. From our office in Noordwijk, we strengthen the space sector through network development, international trade promotion, public affairs, and knowledge sharing. SpaceNed is governed by a Board, a Director Policy & Government Affairs, and a General Manager.

The Role

As an Allround Office Assistant, you are the organisational heart of SpaceNed. You ensure that daily operations run smoothly and support our activities in administration, communications, events, and membership management. Thanks to your efforts, the organisation has a strong and reliable operational foundation. You will work closely with the Board, our members, and external partners. In this role, you will have ample opportunity to improve processes, take ownership of initiatives, and actively contribute to the further development of SpaceNed. No two days are the same: one day you may be organising a networking event, while the next you are supporting the Board, coordinating communications with members, or managing administrative processes.

Your Responsibilities

Administration & Membership Management

- Maintaining and updating the membership database.
- Managing day-to-day office administration, correspondence, and mailbox management.
- Supporting the acquisition of new members.
- Coordinating communications through the website, newsletter, and social media channels.
- Preparing meetings and monitoring follow-up actions.
- Providing limited support in financial administration, including supplying and reconciling administrative information in cooperation with the external bookkeeper and auditor.

Events & Organisation

- Supporting the organisation of national and international events, trade missions, and networking meetings.
- Organising member activities such as thematic sessions, workshops, and the Annual General Meeting.
- Maintaining relationships with members, partners, and other stakeholders.
- Supporting the Board and management in the preparation and execution of activities.
- Creating and updating communication materials, such as invitations, presentations, and other documents, using Adobe applications (e.g., InDesign, Illustrator, or Acrobat).

Who Are We Looking For?

You have a proactive, independent, and hands-on approach to work. You take initiative, recognise what needs to be done, and act on it independently. You are able to maintain an overview, set priorities, and turn opportunities into tangible results. You can effortlessly switch between administrative tasks, communications, event coordination, and support for the Board and members. In addition, you are a strong communicator, politically and organisationally aware, and a professional point of contact for members, the Board, and other stakeholders.

What Do You Bring?

- MBO+/HBO level of working and thinking, preferably in office management, administration, event management, or a related field.
- At least 3 years of relevant work experience.
- A proactive, independent, and hands-on working style (required).
- The ability to maintain oversight, prioritise effectively, and take responsibility (required).
- Strong communication skills in both Dutch and English.
- Experience with office management, administration, event organisation, and/or relationship management.
- Experience with Adobe, WordPress, and social media platforms (preferred).
- Preferably residing in the Noordwijk region.

What Do We Offer?

- A varied and independent role within a dynamic and rapidly developing sector.
- A competitive salary, depending on knowledge and experience.
- Holiday allowance of 8% of gross annual salary.
- A company laptop and mobile phone.
- 12 days of annual leave based on a 24-hour working week.
- Significant scope for personal initiative and professional development.
- Flexible working days and the possibility of partial remote working by mutual agreement.
- A one-year employment contract, with the intention to extend.

Interested?

Please send your motivation letter and CV to hessel.kokke@spacened.nl

Due to the holiday period, our availability is limited. We will begin reviewing applications and contacting suitable candidates from mid-August onwards. We thank you for your understanding and patience.

Acquisition in response to this vacancy is not appreciated.