

Nuts Organization Support (0.5 FTE) (draft)

As a Nuts Organization Support specialist, you will be the backbone of our daily operations. This role is ideal for someone who thrives in a supportive position, managing administrative tasks, and facilitating the seamless execution of back-office functions.

Key Responsibilities:

- Provide administrative support to our teams, including but not limited to document management (Google drive), scheduling (Google calendar), and communication (Slack / e-mail).
- Facilitate the coordination of (community) meetings, including scheduling, agenda preparation, and follow-up actions.
- Managing the financial administration of the Nuts Foundation.

Required time: 2 days per week

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