

Executive Assistant

A mission that matters

To achieve its climate goals, the Netherlands is committed to achieving carbon-free electricity. Nuclear Energy Organisation Netherlands (NEO NL) contributes to this by building and operating two new nuclear power plants, on behalf of the government. It is one of the most ambitious energy projects the Netherlands has ever seen. At NEO NL, your work will directly contribute to this national ambition and make an impact that lasts for decades. To make this assignment a success, we need extraordinary people. People like you.

For the start-up phase of NEO NL, we are looking for: **Executive Assistant** (40 hours per week, full-time = 40 hours).

Your assignment

As Executive Assistant, you are the right hand of our board members (CEO and CFO). You make sure the board can perform at its best by keeping the overview and ensuring everything around them runs smoothly.

In this role you are responsible for the full support of the board and the executive team. You manage schedules and inboxes, prepare meetings and events down to the last detail and arrange the logistics around them. You also take administrative and organisational tasks off their hands, from financial and HR processes to responding quickly to ad-hoc questions, so the board can focus on what truly matters.

You are based in The Hague, report to the Head of Strategy, Stakeholder Management and Communications and act as the first point of contact for many internal and external stakeholders. As NEO NL is very much in its build-up phase, you will also actively contribute to setting up and improving new processes around the board over the coming year.

Your background and experience

You feel completely at home in a supporting role at the highest level. You bring solid experience (in the range of six to ten years) as an Executive Assistant, Management Assistant or Personal Assistant, preferably in the direct support of board members or C-level executives. You have at least a post-secondary vocational qualification (e.g. MBO level 4), complemented by the experience you need to add value in this role straight away.

You work independently and keep the overview, even when guidelines are not always clear: you make well-considered decisions within the frameworks that exist. You easily distinguish what matters most from the rest, switch smoothly between diverse tasks and always keep the board's interests front of mind. A natural sense of confidentiality and integrity goes without saying.

We also value if you have

- Demonstrable experience supporting C-level executives in a complex and dynamic environment.
- Affinity with financial and HR administrative processes.
- A strong command of both Dutch and English, in line with our international team.
- Enthusiasm for helping to build and improve processes within an organisation that is still very much developing.

Competencies

- **Planning & organising** – You keep complex schedules, events and logistics effortlessly on track and leave nothing to chance.
- **Organisational sensitivity** – You have a keen sense of what is going on around the board and act with an eye for the right relationships and interests.

- **Integrity & discretion** – You handle confidential information carefully and reliably; in a safety-driven organisation that is indispensable.
- **Proactivity & Growth** – You independently identify opportunities, take the initiative without being asked, and show a strong inner drive to continuously develop yourself.
- **Resilience** – Even when things get busy and priorities shift, you stay calm, organised and dependable.

What we offer

A strong and committed team – Become part of a diverse and ambitious team of well over 100 professionals who share a common goal and mission.

A culture of trust and ownership – We believe in responsibility, collaboration, open communication, and a safe working environment.

Dynamic environment – Experience the energy of building a new organisation step by step, and two nuclear power plants that will help the Netherlands for many decades from now.

About the organisation

NEO NL is a state-owned company. Our mission is clear: deliver long-lasting nuclear energy solutions that support the Dutch ambition of climate neutrality. With unmatched standards of quality and safety, and driven by deep expertise and responsibility, we are creating a resilient energy system while advancing nuclear knowledge for generations to come.

At NEO NL, you won't just have a job, you will have a once in a lifetime opportunity to ensure the Netherlands becomes less dependent on fossil fuel, and to have clean and reliable energy for generations to come. You will be part of an ambitious, supportive, and international team, working at the forefront of policy, technology, and society.

This is your chance to make history. Join us and be part of something that lasts.

Want to know more?

Please contact our Talent Acquisition Manager, Jacob Faber, at j.faber@minezk.nl For more information, visit: www.neonl.com

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