

Office Manager

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: Office Manager

Your assignment

As the Office Manager at NEO NL, you are the operational backbone of our office for approximately 150 employees. You ensure a safe, welcoming, and highly efficient working environment. You independently coordinate daily facility, organizational, and administrative tasks while managing external suppliers such as cleaning, catering, and security. With your hospitable approach, you act as the primary, trusted point of contact for colleagues and visitors, ensuring an optimal employee experience—from setting up workplaces for new hires to organizing internal events. Furthermore, you work proactively with the Executive Assistant to monitor budgets and continuously improve our office processes.

Your background and experience

You operate at a vocational (MBO+) or bachelor (HBO) level. You bring 3 to 5 years of relevant working experience in office management, facility management, or a coordinating hospitality role, ideally within a dynamic office environment of a comparable scale. You have proven experience with supplier management, purchasing, and streamlining administrative processes. Excellent verbal and written command of both the Dutch and English languages is a fundamental requirement for this role.

We also value if you have:

- A completed degree in Office Management, Facility Management, Hospitality, or Business Administration.
- Demonstrable experience with budget monitoring and invoice control.

Competencies

- **Organizing and planning:** You effortlessly oversee multiple requests and deadlines, prioritizing sharply and working methodically—vital in an environment where safety and structure are paramount.
- **Ownership:** You take full responsibility for your domain and proactively follow through on facility issues and actions until everything is safely and perfectly resolved.
- **Service orientation:** With your welcoming attitude, you are the ideal point of contact for colleagues and suppliers, always maintaining clear professional boundaries.
- **Problem-solving ability:** You identify operational risks early on, investigate causes, and implement practical, actionable, and safe improvements.
- **Accuracy:** Preventing errors is critical in the nuclear industry; you work meticulously when managing office administration, orders, and access control.
- **Discretion and integrity:** You handle confidential documentation and company assets with the utmost care and reliability, an absolute prerequisite within our organization.

What we offer

- **A strong and committed team** – Become part of a diverse and ambitious team of 150 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 of fossils 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 Unsolicited approaches or acquisition by recruitment agencies in response to this job posting will not be accepted.