



HOTZONE[®]
SOLUTIONS
group

HOTZONE SOLUTIONS GROUP IS HIRING!

Our growing company is expanding and we are looking for a highly energetic, enthusiastic experienced:

Senior Administration Officer

Join now Hotzone Solutions Group and be a part of our fast-growing team. Hotzone Solutions Group is an independent company with a first-class reputation for providing a wide range of training, equipment, security and consulting services to the chemical, biological, radiological/ nuclear and explosives (CBRNE) response and environmental protection community.

Are you passionate about working in a CBRNe environment, about working with high-tech products and applications? Want to be inspired and challenged in an environment where people with energy, creativity and lots of passion work together to build and deliver unique service, training, and product experiences for our partners in Defence & Security. You will get the opportunity to pursue your professional and personal goals and develop yourself on an international level. Are you looking for a challenge in a fast-paced industry? Join us at Hotzone Solutions Group.

What will you be doing?

As a part of our team, you are going to strengthen our team both with your skill set and unique personality. You will be responsible for supporting various training projects mainly delivered outside of the Netherlands. Your location will be based in The Hague.

- You are highly motivated
- You are a team player
- Have good interpersonal and communication skills
- Have Excellent Planning and organization skills
- Good verbal and written communication skills in English language
- Is proactive with winner mentality & can-do attitude
- An independent worker and self-starter always striving to go the extra mile to deliver excellent performance
- Flexible to travel extensively
- Problem Solving Skills
- Ability to work under pressure
- Intrinsically motivated and goal oriented



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Role Responsibilities

- Maintain database of Consultants (ID, Medical, etc)
- Coordinator of ongoing projects
- Operational management of all off site teams
- Updating and submitting Contracts to Consultants and employees
- Maintain venue details and contracts
- General training admin (checklist)
- Travel arrangements for training projects
- Accommodation for training projects
- Visa support to consultants and employees when required.

What do we expect from you?

- Full time availability for 1 year, (with high possibility of a fixed term contract) starting date: 15th of August 2019
- At least 5 years of experience in business administration
- Fluently in English speaking
- Previous work and international experience
- Flexibility to travel extensively

What we consider a plus:

- Other language are plus (Japanese, Chinese, Arabic, Turkish,..)
- Knowledge about dangerous goods, IATA
- Experience in CBRNe environment

About Hotzone Solutions

- Work in one of the International leading Defence & Security technology, and experience innovation at first hand
- A highly collaborative structure which maximizes each person's expertise and creativity
- Exploit your intellect and realize your potential in a company that enables you to turn your unique ideas into reality
- You will be part of an ambitious team which values people first and loves to celebrate achievements



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Who we are:

- We are all unique individuals, but we act as a team that enjoys spending time together. **TEAMWORK** is at the core of our business
- We all work towards the same goal with **DEVOTION & PASSION**
- We always listen. That's why our communications, both externally and internally, are defined by **RESPONSIVENESS**
- We want to challenge each other and give **OWNERSHIP**. This is how we improve ourselves and move forward as a team

What do we offer:

- Work in one of the International leading Defense & Security Technology, and experience innovation at first hand
- A highly collaborative structure which maximizes each person's expertise and creativity
- An attractive well fare package
- Bonus, holiday allowance, insurance coverage
- Attractive package, depending on experience
- You will be part of an ambitious team which values people first and loves to celebrate achievements

The selection and validation process will take place at the Hotzone Solutions Training Centre, located at the ICI (International CBRNE Institute) in Belgium

Deadline for application is 25th of July 2019.

Starting date: 15th of August 2019

Please send your CV and application to info@hotzonesolutions.org and CC: Milana.hoffman@hotzonesolutions.org