



Administrative Assistant

Simbeyond is looking for an enthusiastic team member with a talent for administration, management support, R&D project management and proposal writing to join and help grow our young and dynamic company in Eindhoven.

Key Responsibilities

As the Administrative Assistant at Simbeyond, you will be responsible for the administration and reporting of all R&D projects within the company, as well as supporting management. You will report to management with whom you have regular meetings to discuss progress and issues.

- Support the project leads in internal and collaboration projects;
- Oversee hour administration and reporting for all Simbeyond projects;
- Maintain an overview of the progress of all company projects and to ensure that the different teams make the deadlines for external deliverables and reporting;
- Support the search for funding and tender opportunities;
- Support during the proposal writing phase, preparing the application and justification documentation from initial draft to submission;
- Coordinate and support the reporting and provide the overview of hours and expenses for all projects;
- Translate proposals from English to Dutch;
- Support management in day-to-day tasks and actions;
- Planning and preparing meetings and presentations for both internal and external stakeholders in an efficient way;
- Draft email responses and documents for internal and external use;
- Managing the agenda of the CEO and other management when needed;

Skills:

- Strong communication skills in English and Dutch both in written and verbal form are a must; knowledge of additional European languages is a plus;
- Experience in administration of R&D projects;
- Experience with WBSO project management and hour administration is preferred;
- Affinity with high-tech, specifically with device physics and (simulation) software development is a plus;
- Ability to communicate effectively with both industrial and academic partners, as well as funding and auditing agencies;
- Process oriented with excellent planning and organizational skills and the ability to work on your own initiative;
- You have a keen eye for identifying funding and grant opportunities, ideally in managing EU funded projects and activities;

Qualifications

The ideal candidate has an HBO-level education or higher in the area of project management and administration. One or more years of experience in an industrial environment which includes (WBSO) project management and proposal writing. Strong presentation and writing skills are required, as well as a quality mindset and good problem solving skills.

What we offer

We offer an exciting (full-time) opportunity to join a young and dynamic environment in Eindhoven, the Brainport of The Netherlands, in a team of driven professionals. Our informal company culture gives ample opportunity for personal and professional development. At the same time, you will be helping to shape our fast growing business. Are you the new team member we are looking for?



Send your CV and motivation letter to jobs@simbeyond.com. For more information, visit www.simbeyond.com.

About Simbeyond

Simbeyond provides software solutions that accelerate the development of advanced materials and high-tech devices as used in state-of-the-art display, lighting and signage applications. In the domain of organic electronic devices, such as mechanically flexible organic LED (OLED) displays, we provide an unprecedented software tool that replaces a large part of the costly and time-consuming experimental efforts with computer simulations. The unique approach provided allows our customers to analyze, predict and improve device performance. This leads to a shorter time-to-market and to reduced R&D costs for the electronic devices of today and tomorrow.