



## Backoffice Assistant

**Location:** Amsterdam

For a client of ours, **G-Rollz**, we are looking for a **Back Office Assistant** to support their growing bold lifestyle brand built around high-quality smoking accessories, design-led merchandise, and collaborations with global icons like Banksy, Hello Kitty, and the Narcos TV series. They supply retailers and distributors across Europe and beyond, blending creativity with a strong operational foundation.

The fast-paced team works out of our Amsterdam HQ, driving brand growth across multiple markets. This role is your chance to be at the heart of the company's operations—ensuring smooth workflows, supporting key departments, and helping the business run efficiently behind the scenes.

### Job Overview

This role is ideal for someone organized, detail-oriented, and capable of managing multiple priorities. The Back Office Assistant will act as a key support for management, helping ensure that projects, operations, and administrative processes run smoothly and efficiently.

### Responsibilities:

- Assist in planning, tracking, and monitoring ongoing projects to ensure timely delivery.
- Maintain project documentation, timelines, and progress reports.
- Coordinate between departments for smooth execution of project tasks.
- Provide direct administrative and operational support to the CEO, Directors, and Managers.
- Assist in scheduling meetings, preparing agendas, and recording meeting minutes.
- Ensure timely follow-ups on management directives and deadlines.
- Handle correspondence, file management, and office documentation (digital & physical).
- Maintain organized records of contracts, approvals, and company communications.
- Manage office supplies, petty cash records, and basic inventory tracking.



- Assist in preparing expense reports, petty cash statements, and basic finance documentation.
- Coordinate with the finance department for invoice tracking and vendor payments.
- Maintain records of financial approvals and expense reimbursements.

### **Skills & Qualifications:**

- Bachelor's degree in Business Administration, Finance, or related field.
- At least 3 years of experience in back-office, project coordination, or management assistance roles.
- Strong organizational and time-management skills with the ability to handle multiple tasks.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook).
- Strong written and verbal communication skills in English.
- Trustworthy, punctual, and adaptable.

### **Benefits:**

- Market-competitive salary package.
- Opportunity to work closely with senior management on high-impact projects.
- Career growth and skill development opportunities.
- A professional, respectful, and collaborative work environment.

### **To Apply:**

Email your CV and a short message to [info@itsolutionsworldwide.com](mailto:info@itsolutionsworldwide.com)