

Does **international, diverse** and **structured** interest you? Perfect, we would love to meet you. Gema Trading is looking for an enthusiastic **Office Employee** who wants to work with people with a passion for trucks and trailers.



At Gema Trading we trade in used transport equipment all over the world. Every day is different. We work with dedication and aim to be as transparent as possible towards our customers. We are looking for someone who handles the administrative and office tasks. You will be responsible for invoicing, preparing export documents, social media posts, answering emails of customers and you are the first person the customer sees when they enter the office. Challenging and diverse you might say!

The day starts at 08.00 AM at the office in Oud Gastel with a cup of coffee with the whole team. After this, every day is different. This is one of the advantages of working for a small and dynamic company. In your role you work independently. There is plenty to learn and you decide what you would like to develop. Time flies when you're having fun.

The person we are looking for:



- Speaks Dutch, English, and German. If possible, also another language
- Works in a structured way
- Is interested in transport equipment or would like to learn more



- Is available for at least 32 hours per week
- Lives within 30 minutes from Gema Trading
- Is curious, eager to learn and enthusiastic
- A real go-getter

If you have any questions at all, please give us a call. We would still love to meet you and discuss the possibilities.

Gema Trading offers:



- A versatile role
- A pleasant working environment with a lot of possibilities
- A good atmosphere in a small and friendly team
- Possibilities to develop yourself



- The salary you would like to earn
- Direct employment and a permanent contract
- You can start immediately

With **starting** bonus. If this is not the job for you, but you know someone who might be interested, please let us know. Successful referrals will be rewarded.

Would you like to know more or are you interested? Please contact Lena den Otter on **+31(0) 6 4375 5267** or visit our website www.gematrading.com.