

## Administrative Assistant Dutch speaking Temporary Contract

### Description

Purpose of Position As Administrative Assistant you will be responsible for supporting the Self-Service Pre-Launch Team with a variety of administrative tasks in helping to process new business leads/enquiries, application management, checking merchant profiles and setting programmes to live. You'll be providing customers with guidance to help them move as quickly as possible through these steps, offering a seamless onboarding experience. This is a fantastic opportunity to be part of a fast paced and dynamic team who are passionate to help self-service customers to see the greatest success with their Affiliate Marketing programmes. This position will start with a temporary contract. Key Tasks Managing the Awin Access global new business enquiries queue including approval of applications and answering new business support queries Assessing merchant profiles and conducting programme launch sign-off checks for all self-service customers Monitoring delayed integrations with the technical integration team and processing application cancellations Assisting with management of programme upsells such as consultancy Add-Ons Suggesting new ideas to help further develop our automated customer lifecycle emails/custom trigger emails Skills & Expertise Dutch speaking Enthusiastic, committed and an epic amount of tenacity! Excellent customer service skills Ability to see the bigger picture and identify areas of opportunity and risk Committed to growing the service division as quickly as possible, providing friendly and efficient support fast tracking advertisers Seeks ownership and readily accepts accountability Excellent time management and organizational skills to maintain own work flow and meet deadlines Confident and excellent communicator with a keen attention to detail Fast learner and eager to deepen knowledge and understanding Numerate with a good level of knowledge of MS Office packages Our Offer Flexi-Week and Work-Life Balance: We prioritise your mental health and wellbeing, offering you a flexible four-day Flexi-Week at full pay and with no reduction to your annual holiday allowance. We also offer a variety of different paid special leaves. Flexi-Office: Do you prefer to work from our cool office, from home, or in a completely different environment? With us, the choice is yours. We offer the flexibility to work wherever you want within our Awin locations. Welfare: We provide you with a life assurance, travel insurance and a private health insurance that covers several types of health, vision, and dental treatments. Furthermore, you can take advantage of our Cycle to Work Scheme or Season Ticket Loan. Health & Well Being: With our support and access to various initiatives and sports offers, you can devote yourself to your mental and physical well-being. Development: We've built our extensive training suite Awin Academy to cover a wide range of skills that nurture you professionally and personally, with trainings conveniently packaged together to support your overall development. You can also improve your English skills by participating in our local language course. Remote Working: You will receive a monthly allowance to cover part of your running costs. In addition, we will support you in setting up your remote workspace appropriately. Appreciation: Thank and reward colleagues by sending them a voucher through our peer-to-peer program and show your appreciation for colleagues who have gone the extra mile. Established in 2000, Awin is proud of our dynamic, social and inclusive culture. Like all businesses, we've had to adapt and nurture our culture in a virtual environment. Our virtual Life @ Awin hub brings our colleagues from across the globe together for various social activities. Diversity & Inclusion are paramount to us, and we proudly pursue and hire diverse team members. We champion uniqueness and authenticity; this is who we are at our core. Our network of affiliate partnerships are diverse and transparent, as are the employees powering our vision to build the world's leading open partner

### Hiring organization

Awin

### Job Location

London, England, United Kingdom

### Base Salary

\$ 105000 - \$ 155000

### Date posted

June 1, 2024

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ecosystem. We welcome all backgrounds, identities, and experiences. If you need support at any point in the application or interview process, please let us know. Apply now to begin the next stage of your career at a progressive company that supports both your professional and personal development. #LI-MM1 Please mention the word \*\*GOOOD\*\* and tag RMjE2LjI0NS4yMjEuOTE= when applying to show you read the job post completely (#RMjE2LjI0NS4yMjEuOTE=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## **Contacts**

Job listing via [RemoteOK.com](https://www.RemoteOK.com)