

Innovad[®] is a global leader in animal nutrition, providing high quality and scientifically supported premixtures, complementary feed and on farm solutions.

At **Innovad**[®] we combine people's long-time experiences in the field of animal feed and water additives with an innovative approach and dedication to animal well-being and a healthy environment. At the same time, we secure cost effectiveness for the producer.

Because of our growing activities, for our office in Essen, we are looking for:

ADMINISTRATIVE ASSISTANT PLANNING

You will be part of our planning team and will share responsibility for the smooth running of the planning and the associated administrative tasks.

You will help to draw up, manage and follow up production orders. In doing so, you have to take into account the stock levels of raw materials and finished products. You will ensure optimal communication between different departments.

Profile:

Flexibility, multi-tasking insight into planning process, looking at things from a 'helicopter view' and being able to take into account different departments and deadlines are essential.

- Bachelor's degree or equivalent through experience
- You are flexible in terms of job content and working hours
- You can work accurately and in a structured way
- You can communicate fluently in Dutch and English
- You have a great sense of responsibility
- You can work independently but you are a team player
- You have a good knowledge of MS Office Tools. Knowledge of ERP/CRM systems is an advantage
- Strong will to learn and improve continuously
- Affinity with animal nutrition and a few years of work experience is a plus but not a necessity

Offer:

Very variable function in a challenging and rewarding environment, early start date, career opportunities, competitive salary package with excellent benefits: meal vouchers, ADV days, flexible working hours, etc.

**To apply, send your CV to Ellen Baeyens
HR Officer: E.Baeyens@innovad-global.com or Postbaan 69 - 2910 Essen**