



What will your job look like?

As a **Process Administrator** you take a close look at our processes and work out improvement initiatives together with all team members. An exciting job with lots of variety and impact! You will join the IT team and work together with Kristof VM, Angelo, Berwout and Kristof VDP.

Your assignments will focus on **process** and **system improvement**. In addition, it also involves all kinds of supporting administrative processes

Your responsibilities include:

Process Admin role

- ✓ **Developing**, managing and improving processes
- ✓ Keeping documents on quality management systems up to date (update, elaborate, complete lists)
- ✓ Performing **internal audits** on internal processes
- ✓ Experience with **ISO** standards
- ✓ You manage to focus on **concrete** needs and realize **optimized** total **solutions**.
- ✓ You do not lose sight of the **impact** on the current situation and possible dependencies on other ongoing initiatives.
- ✓ You can **follow** up **project** without losing sight of the end goal
- ✓ You are very **punctual** and pay attention to **details**
- ✓ **Analytical** skills and **critical** thinking are crucial






Knowledge and development

- ✓ Build a fundamental understanding of Vandapower's business and services.
- ✓ Build a close working relationship with all involved team members
- ✓ Every day is a new opportunity to work on change management to make the company grow.
- ✓ An open mind and being receptive to feedback is the reason why we are looking for you! (Social, open communication, flexible, solution-oriented).
- ✓ You engage in dialogue with your internal customers and think critically with them.

What is in it for you?

- ☺ International company, multicultural environment (free language training from our Italian, Spanish, German, Mandarin, French, Farsi, etc speaking colleagues)
- ☺ Net expenses
- ☺ Working from home (with a max of 2 days a week)
- ☺ Amazing colleagues
- ☺ Teambuilding every 6 months (BBQ, paintball, bowling, escape room, ..)
- ☺ Growth opportunities & personal development
- ☺ Close follow-up and mutual feedback
- ☺ Meal vouchers
- ☺ Lunchbreak walks outside or playing a game on the kicker table
- ☺ Free coffee (incredible coffee bean machine), tea, soda, water, ...
- ☺ 13th month
- ☺ Did we already mention the amazing colleagues?
- ☺ And most importantly: French fries Fridays!

Are you the right person?

-  You are fluent in **English and Dutch**. You have a first experience in a process admin position.
-  You are **solutions-driven** and have outstanding **insight in people** and **emotional intelligence**. You **get energy from administration** and research. (knowledge of ISO audits, internal auditing, IT programs are a plus)
-  You will build a **close working relationship** with all involved team members (in Belgium and worldwide).
-  Our values of **Straight Talk, Respect, Reliability, Drive to Excellence** are also your core values.
-  Not able to match all the boxes but feeling confident about being the **right person in the right place**? Great! Feel free to reach out. In a first talk we'll check if there is a **"click"**, as this is very important to us.

Contact details for sending your cv and motivation or applying online:
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Who is Vandapower?

Vandapower is a fast-growing company. It is market leader in the niche market of distributing components for electric vehicles, industrial batteries and several other markets. Our customers are both independent SMEs and multinational corporations. Through our operations in Erpe-Mere, Belgium, in the UK (Havant) and in US (Texas) we serve customers worldwide.

We strive to settle our leadership position in new markets and regions. This is made possible by combining our clear values, talented individuals, an agile organization and a strong focus on customer intimacy, market knowledge and service quality.