

DEKRA – Support Employee Market Surveillance (20 uur per week)

Do you want to contribute to the quality and safety of products that come onto the market worldwide?

And do you get energy from organizing, supporting and keeping an overview? Then this position is for you.

Within the Market Surveillance team, our project managers and auditors work daily to certify and inspect products and systems for manufacturers all over the world.

As a Support Employee you play an important role behind the scenes. You are the connecting link between project managers, auditors and customers.

You provide support in the broadest sense of the word and ensure that certification processes run smoothly, structured and according to plan.

You keep an overview, think ahead, monitor agreements and deadlines and are the first point of contact for questions from customers and colleagues.

Thanks to your support, projects can be carried out efficiently and carefully.

Your work

- Administrative support for certification processes
- Maintain contact with customers, manufacturers and colleagues
- Manage documentation and capture data in various systems

- Ensuring correct and timely invoicing
- Planning and coordinating inspections, monitoring timelines and following up on ongoing projects
- You have sufficient experience to work independently in a supporting role
- You are practical, accurate, responsible, proactive and enjoy learning
- You feel comfortable in a dynamic, international working environment
- You are available 20 hours per week (**preferably available on Wednesdays and Fridays**)
- You have a good command of the Dutch and English language, orally and in writing

Our employees are the face of and the driving force behind DEKRA. That is why we offer an attractive salary and a good employment conditions package, including 25 vacation days and 13 ADV days on an annual basis, a success sharing arrangement and discounts on various insurance policies. If you grow, DEKRA grows too. Through our DEKRA Global Learning Management System you have the opportunity to follow various online training courses so that you can continue to develop. But what we think is most important is giving space to Ambition, Autonomy and Variety. Working at A-employer DEKRA means working in a challenging position, within a great team of independent experts and in a dynamic and international environment.

About DEKRA

DEKRA has been providing safety for almost 100 years. We are one of the world's largest expertise organizations. With more than 45,000 employees, a turnover of 3.3 billion euros and activities in more than 50 countries. In the

Netherlands, we have more than 1,000 employees active in various areas, including Product Testing & Certification, Audit, Industrial Inspection, Safety Consulting, Rail and Claims & Expertise. DEKRA is involved in the testing and certification of consumer, industrial, automotive and ICT products, products used in explosive atmospheres and medical devices for markets worldwide. DEKRA provides manufacturers with access to virtually all markets by testing and certifying their products according to internationally accepted standards, such as CE marking, ENEC, Cenelec, IEC and KEMA-KEUR.

In addition to a focus on the safety of electrical and electronic products, we also offer services aimed at electronic vehicles, communication and wireless technology and electromagnetic compatibility (EMC) aimed at high-tech developments surrounding the 'Internet of Things'. We have a clear ambition: by 2026, DEKRA will be the global partner for a safe world. And you are welcome!

DEKRA likes to look for its own new colleagues, so acquisition based on this vacancy is not desirable.

Questions?

Do you have questions about this vacancy? Contact Linde de Wit - Regtering. She can be reached on or send her an email at recruitment.nl@dekra.com.

<https://www.dekra.nl/nl/home/>