

Carhartt® EMEA/PAC Job Description

Job Title:	Office Manager
Department:	IT & Facilities
Reports to:	Sr. Manager IT & Facilities EMEA/PAC
Location of Job:	Carhartt® B.V. EMEA/PAC, Amsterdam, the Netherlands

Job purpose:

The Office Manager acts as a central point of contact for office operations, facilities, and reception activities. The role combines responsibilities in office and facility management, health & safety, and administrative support, ensuring the workplace runs efficiently and is well-organized.

In collaboration with the Finance Manager and HR Manager, the role supports facility management and health & safety initiatives, while also overseeing reception operations, supplies management, and general office services. Additionally, the role supports daily office activities, including welcoming visitors, handling deliveries, and assisting with operational and administrative tasks. The Office Manager reports to the Sr. Manager IT & Facilities.

Duties and Responsibilities:

- Greet and welcome visitors with a warm and professional demeanor.
- Answer and direct general Carhartt phone calls, take messages as needed.
- Coordinate meeting rooms.
- Plan, organize, and handle general meetings and related catering etc.
- Maintain a clean and organized reception area.
- Handle incoming and outgoing (postal) mail and packages.
- Provide general information and assistance to visitors and staff.
- Assist in food preparation for events and/or planned meetings if needed.
- Maintain cleanliness and organization of the kitchen and dining areas.
- Reorganize, fill, start and empty dishwashers.
- Ensure proper storage and handling of food items.
- Check refrigerators for expired dates on food items weekly.
- Follow food safety and hygiene standards.
- Clean coffee machines.
- Order and distribute office, kitchen and general supplies.
- Facility management; contact person for all suppliers (landlord, cleaners, maintenance, contractors, security etc.).
- Health & Safety: main prevention officer; Alarm procedure, Emergency Plan, BHV/First aid and prevention, RI&E etc.

Entry Requirements

- MBO 3 level education (preferably in an Administrative, Commercial, Secretarial, or Hospitality study)
- A minimum of 3 years of relevant all-round working experience in an office environment.
- Excellent communication and interpersonal skills. Experience in a hosting role.
- Ability to multitask and prioritize tasks effectively.
- Strong verbal and written communication skills in English (business level) and Dutch, proven ability to communicate with all levels including management.
- Flexible and proactive in organizing office events.
- Strong organizational and accuracy skills with demonstrated ability to prioritize workload while keeping attention to detail.
- Ability to work in a team environment with coworkers and internal/external customers.
- Available to work in the office for 5 days per week.

We Are All Leaders at Carhartt

In our words and by our actions, we strive to emulate the hardworking example set forth by our founder, Hamilton Carhartt. We 'Lead Business' by creating value, delivering results, and making changes along the way. We 'Lead Self' by being dependable, because hardworking people count on us to have their back every day. We 'Lead Others' by communicating and clearly defining the path as we walk bravely into the future. Working at Carhartt, we are all given a seat at the table and the honor of continuing the legacy.

Carhartt is committed to equal opportunity for all. Carhartt associates are hired, promoted, and rewarded on basis of skill, performance, and dedication and not influenced in any manner by race, color, religion, sex, age, national origin, veteran status, disability or any other basis prohibited by applicable laws.