In-Office, Drachten, Friesland

Lead the work that keeps us moving

At BD, Corporate professionals power the systems, decisions and capabilities that enable our global business to perform and grow. You'll partner across functions, regions and leadership levels to solve complex challenges, drive operational excellence and support the teams closest to customers and healthcare providers.

Across our corporate functions, BD offers opportunities which allow you to deliver results that matter, take ownership of your impact, and grow your career in an organization built for long-term success. As one of the largest global medical technology companies, BD offers the scale, reach and innovation footprint to help you make an impact across healthcare systems worldwide.

Without you, *advancing the world of health*™ wouldn't be possible.

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As a result of the combination of the BD Biosciences and Diagnostic Solutions business with Waters Corporation (NYSE: WAT), by applying to this role, you will be applying for a position with Waters. Waters is a global leader in life sciences, dedicated to accelerating the benefits of pioneering science through analytical technologies, informatics, and service. With a focus on regulated, high-volume testing environments, Waters' innovative portfolio harnesses deep scientific expertise across biology, chemistry, and physics. Waters collaborates with analytical laboratories around the world to advance the release of effective, high-quality medicines, assure the safety of food and water, and drive better patient outcomes by detecting diseases earlier, managing routine infections, and combatting growing antibiotic resistance. Through a shared culture of relentless innovation, Waters' passionate team of approximately 16,000 colleagues partner with customers to turn scientific challenges into breakthroughs that improve lives worldwide.

We are the people who give possibilities purpose

BD is one of the largest global medical technology companies in the world. Advancing the world of health™ is our Purpose, and it's no small feat. It takes the imagination and passion of all of us—from design and engineering to the manufacturing and marketing of our billions of MedTech products per year—to look

at the impossible and find transformative solutions that turn dreams into possibilities.

Job Description

Vacature omschrijving
We zijn het eerste aanspreekpunt voor externe bezoekers, medewerkers en leveranciers die met de meest uiteenlopende vragen, verzoeken en klachten bij ons terecht kunnen. We dragen zorg voor goedlopende processen en creëren hiermee een professionele werkomgeving in onze beide panden.

Kernactiviteiten zijn onder andere:

- Het bieden van algemene ondersteuning, waaronder het; beantwoorden van binnenkomende telefoon, het ontvangen van bezoekers, verwerken van de post.
- Afstemming met en aansturing van externe partners, zoals cateraar, schoonmaak, installateurs en onderhoudspartijen;
- Afhandeling van licht financiële- en inkoop-gerelateerde zaken;
- Meehelpen met uitvoeren van kleinere projecten ten behoeve van de huisvesting, onderhoud, werkplekken, interieur etc;
- Ondersteuning tijdens evenementen en trainingen;
- (Administratieve) ondersteuning van diverse afdelingen.

Dit vragen wij van jou:

- Opleiding HBO Facility management, Bedrijfskunde, Communicatie, MBO management assistent niveau 4, of werkervaringsplek;
- Goede beheersing van het Nederlands en Engels in woord en geschrift;
- Zeer goede kennis van Microsoft Office applicaties (O365pakket);
- Je bent sociaal vaardig, service- en oplossingsgericht en creatief;
- Je bent minimaal 4 dagen per week beschikbaar op kantoor.

De salarisindicatie voor deze functie bedraagt € 36.000 – € 38.000 op jaarbasis, afhankelijk van ervaring, naar rato voor een periode van 6 maanden.

Klinkt dit als jou? Solliciteer dan!

Why Join Us?

To find purpose in the possibilities, we need people who can see the bigger picture, who understand the human story that underpins everything we do. We welcome people with the imagination and drive to help us reinvent the future of healthcare. At BD, you'll discover a culture in which you can learn, grow and thrive.

We believe that when people connect in person, we learn faster, collaborate more deeply, and build a stronger culture. Join us and enjoy a culture where face-to-face collaboration supports your learning, your progress, and your success.

To learn more about BD visit https://bd.com/careers(opens in new window).

Becton, Dickinson, and Company is an Equal Opportunity Employer. We evaluate applicants without regard to race, color, religion, age, sex, creed, national origin, ancestry, citizenship status, marital or domestic or civil union status, familial status, affectional or sexual orientation, gender identity or expression, genetics, disability, military eligibility or veteran status, and other legally protected characteristics.

Required Skills

Optional Skills

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Primary Work Location

NLD Drachten – Marconilaan

Additional Locations

Work Shift

At BD, we reward, support and develop our associates through our comprehensive Total Rewards program. We are committed to attracting and retaining high quality talent by providing reward and recognition opportunities that promote a performance-based culture, as well as a competitive package of compensation and

benefits programs. You can learn more on our career site under “Our Commitment to You(opens in new window).”

Our salary or hourly rate ranges reward associates fairly and competitively. We regularly review these ranges and factors, such as location, contribute to the range displayed.

Our pay is based on the role and the necessary skills and education to perform it successfully. The salary or hourly rate offered is determined by the role’s specific requirements, including any applicable step rate pay system at the work location. Salary or hourly pay ranges are influenced by labor laws and Collective Bargaining Agreement (CBA) requirements applicable to the work location which may also affect the workplace arrangement of the role.

Salary Range Information€36,000.00 – €54,900.00 EUR Annual