



Vacancy

Office Manager @Brilliance RGB (part-time)

About Brilliance

If you love high tech and making impact on future technology, you'll share our view that Brilliance is the coolest high tech start-up company around the block.

Augmented Reality glasses are the next big technology trend. They may even replace your smartphone eventually. And Brilliance delivers a key component to enable this: The smallest and most efficient RGB laser light engine in the world, based on unique Integrated Photonics technology. We enable the ultimate Augmented Reality experience. Working closely with tech giants, component suppliers and other partners in the worldwide ecosystem, we are entering the next phase of system integration and scaling up.

Brilliance is a start-up, but we're leaning on 20 years of technology development and IP. Currently we're delivering miniature RGB laser prototypes to our customers while growing the company and preparing it for mass volume production. We offer the unique opportunity to join us and become part of our core team in this exciting phase.

Job Description

As an office manager you will ensure that a broad set of company activities will run smoothly and in time. You are very pro-active and enjoy supporting the team.

Activities include but are not limited to:

- Processing invoices and basic tasks related to accounting, tax, subsidies etc
- Booking transport and accommodation
- Organising company events and conferences
- Marketing communication support
- Tasks for purchasing, order management & logistics

You will support the CEO, CTO and other colleagues in various areas so they can focus on their primary activities. Weekly working hours 16-32, working location in our Enschede office.

Education and experience:

- Your pro-activeness is more important than education
- Preferred experience as (exec) secretary, office manager or similar
- Preferred background in administration, finance or marketing communication

Skills:

- Pro-active, enthusiastic, action- and result oriented
- Enjoying the dynamics of a small and young start-up culture

What we offer:

- An open and fun environment, variation, flexibility and freedom to do things your way
- We scale up our company together: Join in an early phase, grow with the company and make a big impact!

Apply at info@brillianceRGB.com addressing Douwe Geuzebroek and Tim Tiek