



CERTIFER is a French company founded in 1997. We are specialised in railway testing, inspection and certification (CERTIFER) on the one hand, and consultancy and advisory services on the other hand (CERTIFER Solutions).

With more than 300 employees and 24 locations worldwide, CERTIFER is present throughout Europe, as well as in China, Turkey, Brazil, Australia and in the Middle East.

CERTIFER main services include safety assessment as ISA (Independent Safety Assessment) and AsBo (Assessment Body) and conformity assessments as NoBo (Notified Body) and DeBo (Designated Body).

CERTIFER Solutions assists railway companies with their safety and quality management, regulatory issues, homologation and project management.

Our entity in Norway, CERTIFER Nordics AS is looking for an Administrative assistant as the company experiences rapid growth. A 60% 12-month Interim position with an option for permanent employment for the right candidate.

## Administrative assistant

### Fields of expertise

- Word, Excel, Powerpoint (Microsoft Office)
- Tripletex or similar for invoicing, project management
- Financial follow up of projects
- Quality Management Systems (QMS)
- English oral and written.

### Key Competencies

- Bachelor level/university degree as qualification
- Relevant experience/other qualifications might compensate for lack of higher education
- 3-5 years of experience from administrative work
- Experience from working in a matrix environment
- Experience from project management.

### **What we offer**

- Matrix environment within an international context
- Positive and dynamic environment in a growing company
- Homework policy
- A modern office space centrally located in Oslo.

### **Are you interested?**

Please indicate your mobile number to our recruitment agency:

[ruud@ruud-executive.no](mailto:ruud@ruud-executive.no)

and one of their consultants will reach out to you, thanks.