



## Job Description

# People and Places Coordinator

**Department:** Operations

**Type:** Initial 12 month contract with view to extend

**Location:** Amsterdam

**Hours:** 36 - 40 per week

**Reports to:** People and Culture Manager

**Salary:** Competitive plus company bonus

**Posted:** September 2020

## Our Core Values



Achieve anything with a healthy and happy team



Push boundaries through direct communication and diversity



Act responsibly and protect the data



Amaze through user-friendly and rewarding experiences



Maximize research impact

## About the role

At Castor, we're all committed to one purpose - faster, smarter medical research. Our cloud based software solution is revolutionising data-capture for academic and commercial researchers worldwide.

Our People team supports all the professional 'cogs' that allow us to make the magic happen at Castor. As we move into our next investment and continue to build out our international team, we're searching for an organised and hands-on people pro to join the team!

We know the world of work is changing. As our People and Places Coordinator, you'll be a champion for our Castorians in this 'new normal.' Our very own workplace warrior, you'll be an expert at ensuring efficiency and effectiveness for all our Castorians who work both remotely and in our offices, the Castor Burrow!

## What you'll be doing

- Owning the office and workplace experiences from our Amsterdam HQ, U.S office and remote working Castorians
- Keeping our workspaces organised, orderly and open to all
- Managing, reviewing, maintaining and setting up all supplier relationships for the physical office space
- Supporting the delivery of in-office and virtual employee events
- Being a warm, welcoming and wondrous first point of contact for all our visitors
- Support in driving forward our most crucial Workplace Projects
- Being first point of contact for our employees, taking the lead when it comes to answering People questions in our People inbox
- Support crucial People Operations including payroll, contracting and ensure accurate employee data is being processed

## What you'll bring

### You'll definitely have:

- The knowledge, skills and energy to make the office and our remote working environments inspiring
- The willingness to be operational and hands-on when it comes to maintaining our physical office environments
- Experience managing people ops including payroll, contracting and general admin
- Exceptional organisational skills with a natural energy to work with people
- The creative energy and service oriented mindset for supporting people and places
- A true 'people-hero' who loves to welcome, engage and support others
- The drive and energy to work in a collaborative, energetic, scale-up environment

**Your main contact for this vacancy:**



**Eric Stonehewer**

**Talent Acquisition Manager**

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