Intergraph Corporation is the leading global provider of engineering and geospatial software that enables customers to visualize complex data. Businesses and governments in more than 60 countries rely on Intergraph’s industry-specific software to organize vast amounts of data into understandable visual representations and actionable intelligence. Intergraph SG&I (Security, Government, Infrastructure) GeoSpatial Solutions to help our customers to manage their data in a smarter way and to turn in into information to support decision making. In October 2010, Intergraph was acquired by and is now a wholly owned subsidiary of Hexagon AB. Hexagon AB is a leading global provider of precision measurement technology systems.

For more information, please visit: www.intergraph.com

We are currently looking for a new member for our Benelux SG&I team in Hoofddorp, The Netherlands to start ASAP

**Job description – Management and Project Management Office (PMO) Assistant - fulltime**

Role:

- **Project Administration support tasks**
  - Set-up projects in MS Project Server
  - Project Accounting tasks
    - Timesheet approvals
    - Input to the Sales Evaluation / Services revenue recognition
    - Forecast adjustments
    - Third party resource usage
    - Raise invoices
  - Support project managers on financials
- **Local point of contact for European PA practices, as prescribed by the EMEA PMO**
- **Contact Customers for PO’s, time reporting and invoicing**

Above tasks in close operation with BU Finance staff in Belgium, taking the lead where required to secure timely execution.

**Administrative support tasks to Application Support Team:**

- Phone handling;
- Manage dept. 3rd party support software licenses;
- Arrange team meetings and logistics;
- Track, register and report vacation planning SG&I Benelux.

**Assist the Technical Director in:**

- Staff- and people management
- Working with the HR dept;
- Planning;
- External contacts;
- Specific reporting and (financial) analysis tasks.
The Management and PMO Assistant will report directly to the Technical Director, in Hoofddorp. Key relationships will include the entire SG&I team in Hoofddorp, the U&C team in France, the regional finance team in Brussels/Liege, EMEA functional management (PMO, Finance) and other regional peers.

**Education**

- Bachelor of Business Administration or equivalent work experience.

**Required competences and skills**

- Approx 3-5 years of working experience in (project) administration in the IT industry.
- Affinity with Project Management
- Customer and service-minded, pragmatic attitude
- Good relationship building and communication skills
- Ability to work independently and to defined deadlines in a flexible multi-discipline and international environment
- Fluent in the English language, oral and written, is essential; other languages are an advantage
- Expert skills in Microsoft Office. Focus on Outlook, Word and Excel.
- Basic skills in Microsoft Project and Project Server and willing to grow to an expert level
- Ability to travel if needed (Brussels)

**What can Intergraph offer you?**

- An opportunity to further grow your career at the world’s leading provider of engineering and geospatial software
- A very challenging role in the heart of the Business Unit
- Working independently and on your own responsibility
- A dynamic and open company culture
- Short decision making processes

**How do you apply for this job?**

If you recognize yourself in this profile, please submit your motivation letter and CV to Intergraph, Human Resources Department, hr-nederland@intergraph.com
Please also provide details of your current salary and other compensation elements.