

CAREER OPPORTUNITY

Office Manager

In 2019, YANMAR started a **new promising development**, from which YANMAR Vineyard solutions emerged. In recent years, this **start-up** has focused on **further developing** the technology as well as the organization. In order to perform optimally, it is important that all preconditions are **perfectly organized**. Are you driven to make everything run as **efficiently and smoothly** as possible? Then you might be our new Office Manager. **Come join us!**



EPERNAY(FR)



LA REN CON TRE

ARRIVÉE DU YV01

49° 0' 13.068" N 2° 31' 1.121" E



ABOUT YANMAR

With beginnings in Osaka, Japan, in 1912, YANMAR was the first ever to succeed in making a compact diesel engine of a practical size in 1933. A pioneer in diesel engine technology, YANMAR is a global innovator in a wide range of industrial equipment, from small and large engines, agricultural machinery and facilities, construction equipment, energy systems, marine, to machine tools, and components.

YANMAR's global business operations span seven domains. On land, at sea, and in the city, YANMAR provides advanced solutions to the challenges customers face, towards realizing **A SUSTAINABLE FUTURE**.

YANMAR Vineyard Solutions SAS (YVSS) is based in Epernay, near Reims, in the heart of the Champagne Region. This new BU (since 2019) from YANMAR has introduced a new, technological breakthrough for wine producers – a vineyard robot which offers a host of benefits for narrow wine growing operations including enhanced safety, productivity, cost reductions & versatility.

YV01 is an autonomous spraying robot which can transform the way vineyards operate and is backed by YANMAR's long-established, cost-effective technology & quality. Due to its light weight and compact dimensions, YV01 can climb & descend slopes of up to 45% and won't compress soils in any weather conditions. Furthermore, it is easily transportable and ensures that vines are precisely sprayed with the exact amount of droplets which means less spraying fluids are required.

Products and projects are produced in Japan and are sold via a dealer/ distributor network to the champagne & wine producers.

VACANCY

What are you going to do?

In the position of Office Manager you have a broad and challenging role to ensure that all organizational and administrative matters are taken care of in the office. This means you will organise and coordinate office events in order to ensure organisational efficiency, safety, cleanliness and having fun with together. You play a pivotal role in our team, where you support the general manager and are a connecting link between the different teams. The current team consists of 10 colleagues, but will be expanded considerably in the near future. In the field of administration you have a coordinated and guiding role, you work together with 1 colleague (2 colleagues in the near future). Ultimately, your goal is to ensure optimal surroundings for the team to effectively do their work, whether they work remotely or from the office.

[Your main tasks and responsibilities](#)

- You are responsible for the administrative activities, such as archiving documents and contracts, sending and collecting invoices, other financial administration, handling incoming/outgoing mail shipments, supporting recruitment and other HR-related activities;
- You provide facility management for an up-to-date office, such ordering office supplies/equipment, identifying wishes and problems with regard to the office building, and acting as a point of contact for IT matters;
- You are the first point of contact for visitors where you provide general support, you also manage relationships with vendors and service providers;
- You will help colleagues organize in-house or off-site activities, such as parties, celebrations, lunches and conferences, as well as planning and organizing business travel (flight tickets, hotels, etc.)



PROFILE

Who are we looking for?

Our ideal Office Manager is a driven individual who finds it interesting to take on many different tasks and roles. Is experienced in handling a wide range of administrative duties and executive support-related tasks and is continually looking to improve the office environment, creating a positive work atmosphere for the team. You are well organised, flexible, and enjoy the administrative challenges of supporting an office of international diverse people.

The ideal candidate

- Bachelor level, obtained through education and/or work experience;
- Demonstrable experience within office management, preferably at least five years of work experience in a similar position;
- Strong organisational skills, excellent communication skills at different levels, likes to work in an international environment and the willingness to quickly obtain specific business knowledge;
- The following mindset qualities apply to you: Thoughtful and supportive, creative mind, problem-solving attitude, enthusiastic, pro-active and eager to learn;
- Strong language skills, fluent in both spoken and written French and English. Preferably as second language Japanese.

Work location

Your regular workplace is our office in Epernay, near Reims, in France.

OFFER

What do we offer?

In this position as Office Manager you are an indispensable link in the further expansion of our organization and you contribute to sustainability within the vineyard business. We offer a position in a truly international organization, with respect for each individual's culture and room for individual development. A job in a dynamic environment, where every day is different. Freedom to take initiatives and express ideas. Motivated and open colleagues that will be pleased to welcome you. YANMAR is a stable and solid employer.

Employee Benefits

- ✓ A competitive salary matching your knowledge and experience;
- ✓ The possibility to follow training and education;
- ✓ 25 vacation days (+the ability to build up time for time);
- ✓ Good pension scheme and collective health insurance.

Purpose

In this journey we work together as a team to serve the purpose of improving the sustainability and efficiency of winery operations. We help to reduce the amount of chemicals needed and minimize human exposure. An environment in which we develop new skills and expertise with the aim of environmentally friendly and socially responsible practices in the agriculture industry.



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“The great thing about working in a start-up is the continuous innovation. As a team you have a plan with an objective that you are working towards. In the case of YANMAR Vineyard Solutions, we are working on a beautiful product that fits into a sustainable future. Although we are technically oriented, we know that a good organizational basis is extremely important. Someone who can be the link between the management of an organization and the various departments and ensures that everything runs smoothly within the organization.”

Ryosuke Yamazaki
CORPORATE STRATEGY MANAGER



NEXT STEPS

Interested?

The application process is clear and fast.

1. Short telephone acquaintance
2. 1st interview via Teams or on location at YANMAR
3. 2nd interview on location at YANMAR
4. Job offer
5. Let's get started!



We would like to get in touch!

Call or send **Ralph Jonker (Recruiter)** a WhatsApp on +31(0)627167714 or send an email to ralph_jonker@yanmar.com