



Are you the organizational connector who keeps everything running smoothly?

We are looking for a **Business & Operations Support Lead** to join our innovative deep-tech environment. Do you want to contribute to developments in energy technology? Excited to work in a flexible, hands-on international team within an organization that aims to make a huge impact? Do you thrive on supporting others and bringing structure to a dynamic environment?

Then this could be your next challenge.

Position: 24hrs/wk

About us

Thermagy is situated in Broek op Langedijk. We are a technology driven company specialized in developing and production of materials and solid-state devices. These devices are tailored for static power generation. We are active in various global markets such as Space, Energy, Defence & Security. Within these markets we provide advanced technology in Thermoelectric generators and devices. The company fosters close collaborations with its clients to provide tailored solutions to address the challenges associated with the global energy transition, whether it is on Earth or in space.

Work environment

At Thermagy we work in an open and inspiring atmosphere on diverse projects. These projects are in the phase of development and/or manufacturing. In our international oriented business, we collaborate with industrial, scientific and governmental partners across the globe. We are a growing, but relatively still small, hands-on company. Although we work for large clients.

Position

In this high-impact role, you are a key pillar of the company. You take ownership of ensuring that management support, business development, HR administration, and daily operations run smoothly and professionally. Within a small, highly technical and international team, you bring structure, clarity, and focus. You organize what happens behind the scenes so the team can concentrate on innovation and growth. You don't just support — you create stability. By anticipating needs, improving processes, and aligning people and operations, you help the organization perform at its best.

Key responsibilities

- ☞ Take ownership of management support (strategic scheduling, meeting preparation, and clear, structured minute-taking).
 - ☞ Support and coordinate marketing & sales activities.
 - ☞ Manage and optimize (international) travel planning and logistics.
 - ☞ Own HR administration and ensure structured, welcoming onboarding experiences.
 - ☞ Organize purposeful internal and external events that strengthen collaboration.
 - ☞ Oversee office operations, facilities, and procurement with a proactive mindset.
 - ☞ Identify, implement, and continuously improve internal processes to enhance clarity, efficiency, and inclusivity.
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Requirements

- ☞ Bachelor's degree
- ☞ Minimum 2 years of experience in a similar role
- ☞ Strong organizational and multitasking skills; able to prioritize and meet deadlines
- ☞ Excellent communication and interpersonal skills (clear, empathetic, both written and verbal)
- ☞ Proactive and able to work independently; takes initiative to improve processes
- ☞ Strong problem-solving skills with an objective and structured approach
- ☞ Comfortable with various software tools; proficient in Microsoft 365
- ☞ Fluent in Dutch and advanced in English
- ☞ Available at least 3 days per week

Thermagy is offering

- ☞ Exciting work environment within an international high-tech team in a scale-up company in emerging markets
- ☞ Opportunity to make a meaningful contribution towards a sustainable future
- ☞ Responsibility and growth opportunities
- ☞ Strong team spirit and short communication lines
- ☞ Salary range (based on experience) EUR 3.500-4.000 (per month) plus 8% holiday allowance
- ☞ 27 vacation days
- ☞ Pension plan 7% employer contribution
- ☞ Travel allowance
- ☞ Telephone allowance

Contact

If you are interested or want to know more, please contact us at jobs@thermagy.com
