TotalEnergies Corbion

pla@totalenergies-corbion.com
www.totalenergies-corbion.com

Job title: Temporary Management Assistant / Office Manager

Department: General Management

Location: Gorinchem

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We are looking for a temporary Management Assistant / Office Manager

TotalEnergies Corbion is a global technology leader in bioplastics, so called Poly Lactic Acid (PLA). Our products offer an 85% reduction in carbon footprint compared to most traditional, fossil-based plastics! We believe in shaping a better planet for current and future generations through sustainable solutions.

Our core values are Safety, Integrity, Ambition, and We enable others to do good. And we act like it. In addition, we actively embrace diversity in how we work together and contribute towards our shared objectives and values. By joining TotalEnergies Corbion, you will become part of a company where you can feel pride in your achievements and work in an international setting.

What is the purpose of the job?

We are seeking a temporary Office Manager to cover maternity leave from December 2025 through mid-May 2026. This position is based at our headquarters in Gorinchem, where around 30 colleagues work on-site.

In this role, you will combine responsibilities as both a Management Assistant and Office Manager. You will support our global Leadership Team—most of whom are based in Gorinchem, with others located internationally—while also ensuring our office runs smoothly, efficiently, and comfortably.

This position is ideal for someone who is hands-on, proactive, and thrives in a dynamic, international environment.

What are your responsibilities?

As Management Assistant, you will, for example, but not solely:

- Coordinate business trips for the CEO and CFO, including visa arrangements
- Manage schedules and appointments for the Leadership Team
- Handle time registration for our Netherlands office staff
- Prepare and organize global and executive board meetings
- Share company announcements on behalf of the Leadership Team

As Office Manager, you will, you will, for example, but not solely:

- Act as the first point of contact for visitors
- Coordinate with external suppliers (cleaning, catering, IT support, facility services)
- Oversee office supplies and ensure availability
- Organize group lunches and internal gatherings
- Manage incoming and outgoing mail and packages

What does your background and skillset look like?

- Experience as an Office Manager and/or Management Assistant
- Strong communication skills in English (Dutch and/or other languages are a plus)
- Hands-on, proactive, and able to juggle multiple tasks and stakeholders
- Willingness to work on-site at our Gorinchem office

These criteria are an indication of the profile we are looking for. Research shows that male candidates often apply when they see a 60% match with the profile, while women only apply when they see a 100% match. If you don't meet all the criteria but you do believe that this is the right position for you, we kindly invite you to apply anyway or get in touch.

Who are we and what do we offer you?

- Temporary assignment for an Assistant and/or Office Manager.
- 2 to 3 days a week.
- International scope with exposure to multiple countries.
- Dynamic, collaborative working environment.

As well:

- A culture that empowers people—your ideas matter.
- An international, diverse team with a collaborative mindset.
- A friendly, informal work environment with high professional standards.

Interested? Get in touch!

📩 Submit your **resume** and **cover letter** to **Tessa Blok**, our **Global HR Manager**, at tessa.blok@totalenergies-corbion.com. We'll guide you through the next steps!