



We are hiring

SuperLight Photonics, Leading Innovator in Super Continuum Generation Lasers, is hiring:

Office Manager and Accounting Specialist – Part Time 50%

Location &

This role will be based in Enschede, The Netherlands.

About Us

SuperLight Photonics is a leading innovator in the photonics industry, committed to advancing laser-based technologies. As a small but rapidly growing organization, we value creativity, initiative, and collaboration. Our team of seasoned professionals is dedicated to pushing the boundaries of technology, and we are seeking a like-minded individual to join us

About the Office Manager & Accounting Specialist role

We are seeking a highly organized and detail-oriented Office Manager and Accounting Specialist to join our dynamic team. The ideal candidate will be responsible for overseeing office operations, ensuring a smooth and efficient work environment, and managing various accounting tasks. This role is essential in supporting the overall function and success of our office and financial operations.

Key Responsibilities Office Management

- Oversee daily office operations and ensure a productive work environment
- Manage office supplies inventory and place orders as necessary
- Serve as the point of contact for office-related issues, including maintenance, incoming and outgoing shipments, supplies, equipment, bills, and errands
- Maintain a safe, secure, well-organized and inviting office environment
- Help with organizing (team)events
- Provide administrative support to the management team as required

Key Responsibilities Accounting

- Perform day-to-day financial transactions, including verifying, classifying, and recording accounts payable and expense reports



- Prepare and process customer invoices and/or shipment documentation
- Prepare purchase orders
- Prepare payment files

What we are looking for

- MBO+ degree in Business Administration, Accounting, Finance, or a related field
- Proven experience as an Office Manager, Accounting Specialist, or in a similar role with a minimum of 1 year experience in accounting
- Strong knowledge of office management procedures
- Knowledge of and experience with MS Office suite (Excel, Word & PowerPoint)
- Fluent in both Dutch and English is a must
- Excellent organizational and multitasking abilities
- Strong attention to detail and problem-solving skills
- Outstanding communication and interpersonal skills
- Ability to work independently and as part of a team
- Positive, can-do attitude

What we offer

- Competitive salary: reflecting your experience and qualifications
- Professional growth: continuous learning and development within a supportive team
- Flexible work environment: we value balance and offer flexibility to meet individual needs

Join us in shaping the future of photonics and contributing to our continued success in the global market. If you possess the expertise, passion, and determination that we are looking for, please send your CV and cover letter to elly.schietse@superlightphotonics.com.



SuperLight Photonics is committed to diversity and encourages applications from all qualified candidates, regardless of age, gender, ethnicity, or disability.



SuperLight Photonics only works with pre-qualified recruitment agencies.