

# "In search of "

## Administration Assistance

*The RF and microwave market has become highly competitive and is growing steadily, continuously presenting new challenges. Present test and measurement solutions lack the capability to solve in an efficient way the emerging R&D characterization, design and test needs for components and systems in a nonlinear mode of operation.*



NMDG is a high-tech company, active in the high-frequency electronics market. NMDG wants to become a worldwide leader in selling products and services that facilitate, accelerate and improve the design and testing of **active** high-frequency components, circuits and systems. These devices are used in telecommunications, satellite communications, high-speed digital electronics, etc.

NMDG is extending its team further in Belgium to increase its presence on key markets and to accelerate its revenue growth based on existing and new products. NMDG is looking for part-time **Administration Assistance**, a person motivated to assist part-time the team in its daily and long term challenges.

NMDG offers a flexible and dynamic working environment where initiative is needed. Growth opportunities do exist for you to play an important role in the future direction and expansion of the company.

If you are someone with experience and/or interest in the following fields

- office management
- procurement and invoice management
- financial reporting, etc...

If you are having some of the following skills

- being organized and systematic
- speaking different languages: Dutch, English, French, German, ...
- being experienced with computers: word processing, spreadsheets, databases, presentations, ....
- communicative

If you want to assist making an impact in the high-frequency community,  
If you want to be a driving force behind a high-tech company,

**NMDG wants to hear from you**

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