

# Administration employee (m/f)

Deurne, HQ 

Full-time 

**35%** Administrative order processing (individual items and projects)

**35%** Responding to inquiries from our international branches

**15%** Invoicing and logistical support (warehouse and carriers)

**10%** Setting up and contributing to efficiency improvements within our new ERP platform (MS Dynamics)

**5%** Monthly preparation of a current price list and an international intake report



Providing administrative and commercial support to our international branches in consultation with the Product Management and Operations departments

**1.**

As the central point of contact from our headquarters, you will handle administrative order processing for our international branches

**2.**

You are administratively responsible from order receipt to the dispatch of our (international) projects

**3.**



## WE ARE LOOKING FOR:

- A enthusiastic, eager-to-learn and hands-on colleague
- MBO+/HBO level of working and thinking
- Relevant administrative work experience in a technical environment is a plus
- Strong communication and writing skills in both Dutch and English
- Detail-oriented with good analytical thinking to make independent and informed decisions
- You have experience with MS Office 365

## THIS MAKES US EXTRA HAPPY

- You have experience with MS Dynamics

## WE ARE OFFERING YOU:

- **Salary**  
€2.400 - €3.200, depending on your education and experience
- **38 off days**  
25 vacation days and 13 ADV days, (but also the option to have a large part paid out)
- **Training budget**  
We like to see you develop, so you have an annual budget to spend on training and/or courses
- **Trust and space**  
Everyone is welcome to participate in our developments, which is why we offer room for your own input and ideas
- **Pension**  
We also like to arrange things well for later, which is why we have a pension scheme at PMT
- **Flexibel working hours**  
Are you a night owl or an early riser? With us, you can choose your own hours between 07:00 and 19:00
- **Staff association**  
One that organizes mega fun outings (Theme drinks, weekend away, festivals)

## GROWTH OPPORTUNITIES

Growing within or outside your own position, that is up to you. We will help you to achieve your potential!



# GET TO KNOW THE TEAM: INTERNATIONAL BUSINESS

4 employees, location Deurne

## They are responsible for:

- Commercially supporting our own branches and distributors
- Order processing of individual articles and projects
- Introducing and communicating newly developed products in consultation with our Product Management department
- All marketing related activities within our organization



*"Our team has a central role in terms of sales and marketing support to our international branches. What I like about this is that we have to interact with all kinds of internal teams, where no two days are the same and the days fly by before you know it."*

**Gerwin, International Business Manager**



*"Our team supports colleagues worldwide to provide the best parking experience. In doing so, my role gives me all the freedom I need to put the IP Parking brand and our parking solutions in an even sharper position internationally. A great challenge!"*

**Paula, Marketeer**

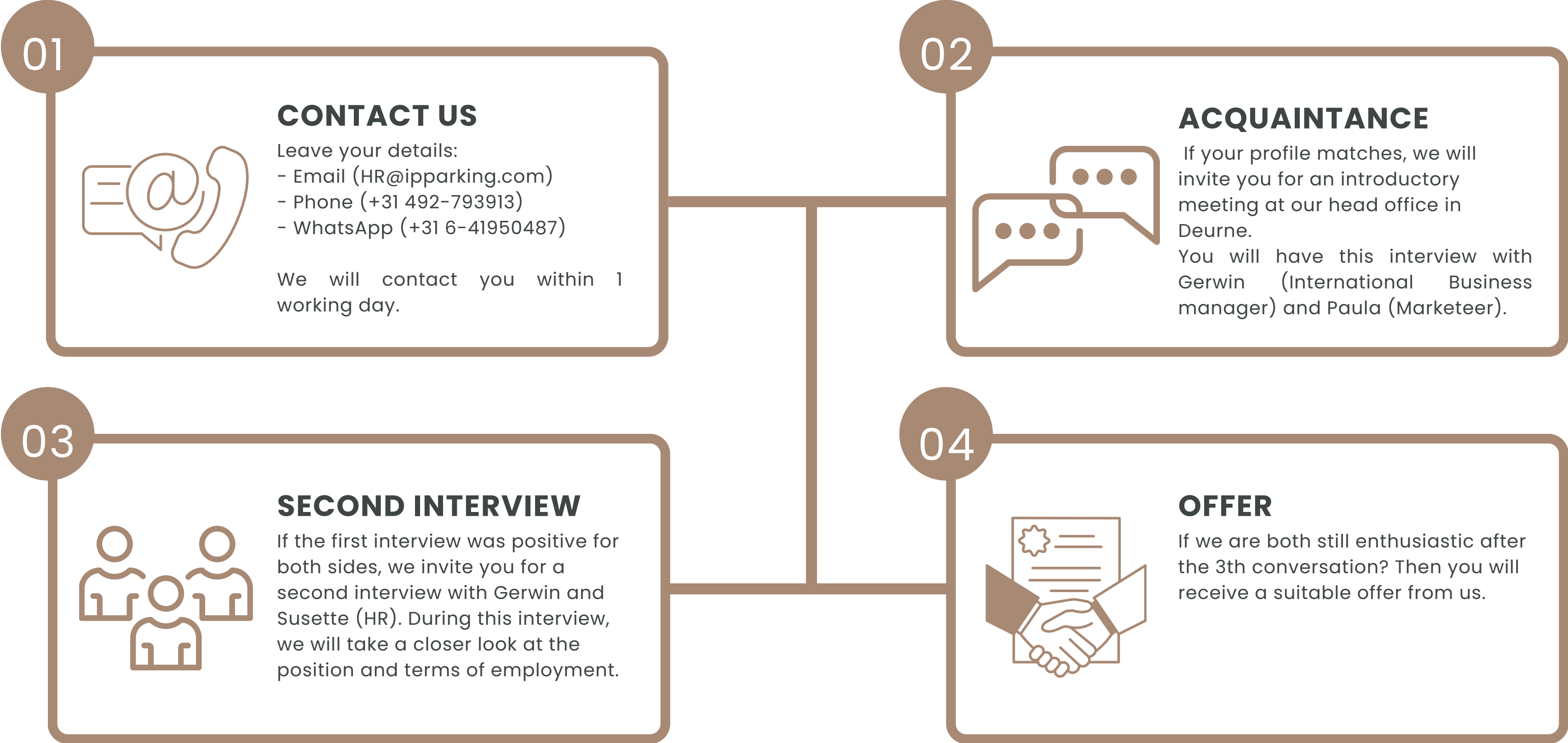


*"Maintaining short lines of communication and answering questions from our valued colleagues in international locations not only make my job varied, but also make for interesting conversations."*

**Herman, Business Process Specialist  
+ QHSSE coördinator**

# APPLICATION PROCESS

If you are reading this or one of the other vacancies and it makes you happy, we would love to meet you





## Family business

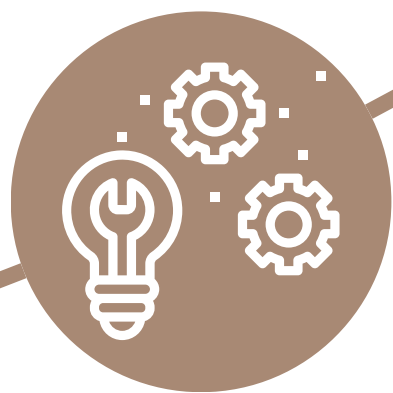
IP Parking is a young and dynamic company full of experience. In our family business, hard work is combined with the necessary dose of fun. We are more than just colleagues and our mutual contact is friendly and based on trust.



## Development

Development is important to us, not only in our products, but also for our employees.

We facilitate (internal) training programs, like to think along with you about possibilities and offer the space to grow.



## Technology

We develop our products ourselves, both the software and the hardware. Here we combine different and interesting techniques. Our mission is to offer our customers and their end users the best Xperience. This ensures that we are constantly looking for new opportunities, techniques and developments. We believe it is important that all employees are given the space to think along in the process and to contribute to the continuous innovations of our services and product range.

We don't have to be the biggest, but we do want to offer the best service to our customers.



## International

Despite the small and close-knit teams, we are part of a growing international organization. We believe it is important that we also work closely with our own customer centers in North America, Belgium and Poland and our dealers worldwide, even remotely.

A large company that therefore feels small and where people really make the effort to get to know each other better.



**IPPARKING**  
it's all about Xperience

# Company profile



## Active in

NL - USA - BE - POL  
IRL - DK - SWE- FIN - ENG -AUS



## Founded

2005



## HQ location

Deurne, NL



## Number of employees

135



## Average age

41 years



## M/F

80% - 20%



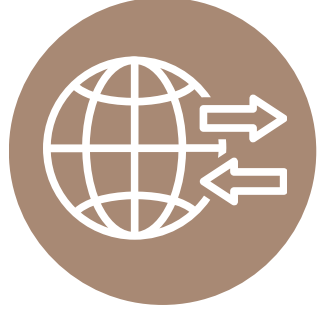
**2005**

Establishment of IP Parking by Eric and Jimmy Smulders



**2009**

Launch of Stadsparkeren B.V., mobile parking provider for consumers



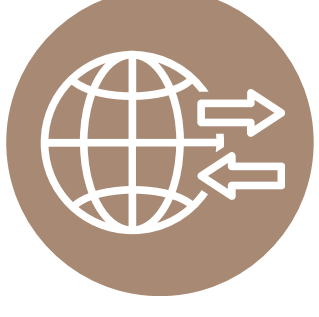
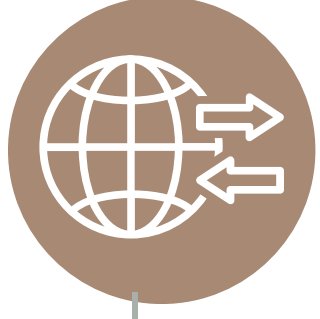
**2017**

IP Parking opens customer center in North America. Introducing completely ticketless parking system Export to Canada



**2019**

Export realization to Ireland and Luxembourg



**2022**

IP Parking takes over customer center Belgium and realizes 2,500th project



**2007**

ParkBase, 100% web-based Parking Management System (PMS) including license plate recognition (LPR) is introduced.

**2012-2016**

Export realization to Germany (2012) Belgium, UK and US (2013) France (2015) Australia (2016)

**2018**

IP Parking reaches milestone of 1000 projects

**2020**

Export realization to Sweden and Finland

**2023**

IP Parking opens customer center in Polen