



Sizzer Amsterdam is Hiring!
Sizzer Amsterdam is looking for new talent!
Sizzer Amsterdam is looking for you, a part-time Back Office Assistant!

Sizzer Amsterdam is a music agency that didn't adopt the name of their selected turf in their company name by accident. The city has enjoyed a life-long history of entrepreneurial turbulence and social insurrection and has thus become a breeding ground for counter culture. Examples of which can be found in the beatnik and early LGBT scene, the cobra group, fluxus art, provo, punk and the house movement.

Sizzer Amsterdam prides itself in reflecting this attitude by being a pack of misfits themselves. Outsiders with two ears open for anything edgy or offbeat—both in sound and spirit. Working with a network of highly unusual suspects and groundbreaking artists, we combine experience with zest as we help brands find truth, soul and vigour.

At Sizzer Amsterdam our new Back Office Assistant:

will be assisting with all the back office activities in the broadest sense of the word, with the main focus being on administrative tasks. The tasks include taking care of the admin side of things, like in and outgoing invoices, helping with the copyright & publishing administration, but also organizing internal meetings, answering the phone, arranging the lovely Sizzer lunch and help with producing our events.

The Back Office Assistant will be supervised by our Operations & Publishing Manager.

Our new Back Office Assistant has:

- excellent administrative skills,
- great communication skills,
- a passion for music,
- affinity for advertising and all new media (preferred),
- general knowledge of accounting and financial processes (preferred),
- a representative attitude and is service-oriented.

Our perfect candidate is:

- well organized, to the point and able to keep a clear overview of the tasks at hand,
- accurate and precise,
- flexible and able to prioritize,
- someone without a 9h to 17h mentality,
- lively, focused and enthusiastic,
- a real team player.

Sizzer Amsterdam offers you:

- an amazing office right at the beautiful canals of Amsterdam,
- an enthusiastic team,
- a position at a fast growing, award winning music company,
- a part-time contract (16 hours a week).

If this sounds like you, please send your motivation (in English or Dutch) and resume to jobs@sizzer.nl. Please also send us your top 5 of albums you'd bring to a deserted island.