

ADMINISTRATIVE ASSISTANT

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Company: Gentis Recruitment

Location: Brussels

Category: other-general

Gentis Recruitment is the Belgian leading professional recruitment consultancy, specializing in the placement of candidates in permanent, contract & temporary positions with clients around the world.

The 2 Belgian offices specialize in the recruitment of IT, construction, real estate, finance & engineering

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. The ideal candidate will be responsible for providing administrative support to ensure efficient operation of our office. They will be responsible for performing a variety of administrative and clerical tasks, including answering phones, scheduling appointments, managing calendars, and assisting with office management duties.

Responsibilities:

Answer and direct phone calls

Draft contracts & all related documents for each placement

Assist in the preparation of regularly scheduled reports

Develop and maintain a filing system

Update and maintain office policies and procedures

Order office supplies and research new deals and suppliers

Maintain contact lists

Provide general support to visitors

Act as the point of contact for internal and external employees

Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Requirements:

Fluent in Dutch, English and French

Proven experience as an administrative assistant, virtual assistant, or office admin assistant

Knowledge of office management systems and procedures

Excellent time management skills and ability to multi-task and prioritize work

Attention to detail and problem-solving skills

Excellent written and verbal communication skills

Strong organizational and planning skills

Proficient in MS Office

High school diploma; additional qualifications as an Administrative assistant or Secretary will be a plus

We offer a competitive salary and benefits package, as well as opportunities for growth and development within the company. If you are a self-motivated, detail-oriented individual with excellent organizational and communication skills, we encourage you to apply for this position.

Beyond the job description, here are some traits members of our team share:

We value **Curiosity and learning in our employees.**

We promote open-mindedness, embrace mistakes, and encourage challenging questions for personal growth.

We create a **culture of continuous learning** to empower our team to tackle challenges and excel in their roles.

We strive for **Transparency and prioritize open, Direct communication** This helps us resolve issues quickly and build strong relationships with our stakeholders.

We take our work seriously and see it as a reflection of who we are. We're always looking for ways to improve and are open to feedback.

We approach our work with a sense of ownership and a desire to deliver the best possible results.

Finally, We value a **Caring Mentality** . Our customers come first, and we collaborate to provide exceptional service.

Join our team and help us lead the market with delightful customer experiences and a supportive, collaborative work environment. If our values resonate with you, we would love to have you on board!

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