

## ADMINISTRATIVE ASSISTANT H/F

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Company: GROUPE CITY ONE

Location: Ixelles

Category: office-and-administrative-support

### La mission

#### POSITION DESCRIPTION :

As Administrative Assistant you will provide administrative and organizational support to the Managing Director and to the multiple divisions and functions related to the Zaventem office. You ensure administrative activities run efficiently and provide structure throughout the organization.

#### PRINCIPAL ACCOUNTABILITIES:

As Administrative Assistant you will report to the Managing Director and your responsibilities will include but are not limited to:

- Provide administrative support to the MD:
  - Prepare presentations, memos, notes, letters, etc.
  - Travel arrangements
  - Verification and registration of invoices, support budgeting and other financial needs where necessary
  - Support the organization of meeting and events
- Provide administrative support to all divisions and functions hosted in the Brussels office:
  - Administer the subscription and membership in trade associations, magazines, etc.
  - Route telephone and emails
  - Support HR services and employee related matters when necessary
  - General administrative support when required
- Coordinate office activities and operations to secure efficiency and compliance:

- Welcome visitors and provide assistance as needed
- Open, sort and distribute mail and other correspondence to the right person
- Manage suppliers and keep stock of office supplies and place orders when necessary
- Manage facilities (maintenance, cleaning services, etc.)
- Administrative support for the fleet
- Organizational support in the on and off boarding of employees

Profil recherché

#### SKILLS AND QUALIFICATIONS :

- Bachelor's degree (business, administration or related field) or similar by experience
- First proven experience in general administration
- Highly developed organization skills encompassing a high degree of accuracy and good attention to detail
- Ability to maintain confidentiality, integrity, diplomacy and tact at all time
- Capability to work independent with proactive approach to work activities
- Excellent team player with strong communication and relationship management skills
- Open and adaptive to change
- Good use of Microsoft tools
- Fluent in English, Dutch and French (written and spoken)

STARTING DATE : ASAP

WORKING HOURS : 40h/week = 5x8hours

From Monday to Friday

Flexible working hours.

- Starting time : between 7AM and 10AM
- Ending time : between 3:30PM and 7PM

Adress : Ixelles

Free parking on-site.

Dress code :

Black suit

White shirt

Salary conditions :

€/gross salary month (= net salary).

50€/month presentation fee

€/month attendance bonus

Transport

End of year bonus

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