

## Administrative Assistant - International Company - Dilbeek

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Company: Page Personnel

Location: Dilbeek

Category: other-general

As **Administrative Assistant** you will be responsible for:

Administrative support (excel, encoding, redaction of documents...) for the new leasing cars

File management & follow-up

Transfer of data within excel & word

Update the supplier contracts

Emailing

You have an excellent level of at least 2 of the following languages : French, Dutch, English

You have at least 1 or 2 years experience in any administrative position

You have an advanced knowledge of MS Office (Excel and Word)

You are proactive and autonomous

Organisation, communication, and discretion define you

Attractive salary package

Flexibility (2 days of Home Office & Flexible hours)

Being part of a dynamic team

Working in a human-centred and multicultural company

An international environment with a family atmosphere

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