

Administrative Assistant Needed in Belgium

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Company: Skills Provision

Location: Belgium

Category: other-general

Skills Provision is searching for an Administrative Assistant for a financial company in Belgium. Are you a motivated, focused team-player, willing to help and support a fast-paced, growing group of 25 Financial Analysts?

Applicants must be hardworking, flexible, resourceful, and be prepared to go “above and beyond” on a regular basis.

Location: Antwerp, Belgium

Position: Permanent

Salary

€36,000 p/a

The Role

Calendar management

Make travel and hotel arrangements for senior personnel

Manage and prepare the Meeting Room

Answering phones

Receiving all office guests

Manage travel expenses

Research companies

Managing contact database and library

Answer emails

Filing

Requirements

Minimum 1 year experience in professional capacity

Knowledge of MS Office

Knowledge of general office concepts, practices, and procedures

Polished professional with good interpersonal, grammatical, spelling, proofreading, telephone etiquette, and social skills

Attention to detail, with a commitment to excellence and high standards.

Good organisational, problem-solving, and analytical skills.

Ability to prioritise projects and workflows

Excellent personal work habits and characteristics

Great attitude & stress management skills required.

Ability to use diplomacy and handle sensitive and confidential matters discreetly

Ability to work on projects with general direction and minimal guidance, managing multiple priorities through to completion in a timely manner.

Versatility, creativity, flexibility, and latitude with a willingness to work within constantly changing priorities with enthusiasm

Fluent in English

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