

## Administrative Assistant/Risk Officer

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Company: Page Personnel

Location: Belgium

Category: other-general

Analyze requests to open new accounts/create new clients

Perform research on clients using available tools and information

Determine if a national or international Certificate Of Insurance check is required

Record findings in the project acceptance tool application

Assess potential issues and respond accordingly

Maintain and update accurate records and documentation in databases

Provide assistance to the team and other involved parties

Strong communication skills in English + French **or** Dutch very good level

Proficient of the Microsoft Office Suite

You already have a few years experience within a similar function or within an administrative function

Ability to work independently

Strong analytical and problem-solving skills

Sense of responsibility and confidentiality to complete tasks accurately and perform necessary follow-up

Strong attention to details

**Culture:** you will join a family of experts who encourage respect, diversity and teamwork. You work in an open culture, so feel free to speak to anyone, at any level

**Flexibility :** you choose where you work **(in Belgium)** with flexible working hours

**Wellbeing :** your physical and mental health is important to them

**Salary:** you receive a competitive salary package with interesting benefits

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