

## Administrative Support

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Company: DEME

Location: Belgium

Category: office-and-administrative-support

Check out the Administrative Support position—a perfect fit for someone who loves being the go-to person for all-round administrative related tasks and support to the team.

Administrative support to the department, handling various administrative tasks including reviewing & archiving documents, planning meetings & events, preparing presentations, ordering office supplies and more;

Bachelor degree;

Administratively precise and efficient;

Enthusiastic user of Microsoft applications Word, Excel, Powerpoint, SharePoint and Teams;

Fluent in Dutch and English. Another languages is a bonus;

An extensive mobility program for a healthy work-life balance.

A permanent training track which allows you to develop yourself personally and professionally.

A stimulating, innovative workplace with numerous growth opportunities.

A people-oriented environment with an interactive health program and a focus on employee wellbeing.

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