

Administrative Talent [Programme Assistant]

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Company: Vlerick

Location: Brussel

Category: other-general

Would you like to support and organise all practicalities of your portfolio of Vlerick programmes? Does striving for accuracy and quality give you energy? Are you looking for a collegial, dynamic and purpose driven team? Let's meet!

Programme Assistant

Vlerick Business School is a triple-accredited, top-ranked international business school at the **heart of Europe** with a solid scientific foundation that provides the backbone for knowledge with **lasting impact**. Our mission is **ignite an entrepreneurial fire in future leaders** – and prepare them to take their next leap as forces for sustainable business across the world.

We are looking for an enthusiastic Programme Assistant to join our Executive Education Service Center, responsible for coordinating and organising all practicalities of our Executive Education programmes.

Your mission

Assist in the practical support and preparation of our on-campus, online & hybrid executive education programmes and events.

Be the administrative interface between the external (customers, participants ...) and internal client (professors, researchers ...). You are responsible for the interaction and communication with our participants on practicalities and set-up of our programmes, catering, venues, hotel

stays, invoicing, etc., as well as for aligning with our programme responsible on communication and organisation of the programme.

Collaborate with the programme responsible and other departments in the School.

Assist in diverse administrative tasks and process data in different tools (I.A. Salesforce, Canvas, etc.).

You

Have a bachelor diploma, preferably in Office Management.

Have an excellent knowledge **Dutch and English** , both written and spoken.

Are Tech-savvy. You have great knowledge of MS365. Knowledge of other online tools (I.A. Canvas) is a plus.

Have organisational talent, are stress resistant and work very accurately.

Are motivated to work in an international environment.

Are able to work independently and to take the initiative for making improvements.

Can carry out different (non-routine) tasks simultaneously.

Consider quality of great importance and want to go the extra mile for our customers.

Will be based on (one of) our beautiful campuses in Ghent, Brussels, or Leuven in combination with your home office.

#ProudtobeVlerick

Autonomy and responsibility in a challenging work environment.

A dynamic, open, and international company culture.

Opportunities for professional and personal growth, including a training budget & a LinkedIn Learning account.

A team of enthusiastic, driven colleagues, passionate about learning.

Flexibility: 30+ holiday days, working from home, a flexible benefits system, etc.

Meal vouchers, a hospitalization insurance, a group insurance, and a mobility budget are also part of your package.

You'll have a real impact and inspire people to live, learn and leap!

At Vlerick **openness to the worlds** part of our DNA. We are continuously working towards being a truly diverse, equitable and inclusive place to work and learn at. So, no matter who you are, where you come from, or what your dreams are, we are looking forward to receiving your application.

Take the leap!

If you think you meet these criteria, please apply with your resume and motivation letter **english** on Happy to give you more information on the job content:

veroniek.deschamphelaere@vlerick.com and/or the selection process:

elizabeth.alvarado@vlerick.com.

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