

Assistant production support

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Company: Axis Group

Location: Belgium

Category: office-and-administrative-support

Are you looking for a new challenge in administration? Our customer has an exciting opportunity for you as a Production Administrative Assistant. As the team's right-hand man, you'll be responsible for planning, invoicing, customer care and much more. If you have a bachelor's degree or at least 5 years' experience, and excellent organizational skills, this is the job for you!

Apply now!

Description

Our client is looking for a production administrative assistant.

You will be responsible for planning and invoicing;

You will be responsible for customer follow-up;

You will manage telephone calls and emails;

You coordinate appointments in the diaries;

You issue invoices for completed assignments;

You provide administrative support to the sales team;

You implement the company's management system;

You organize and supervise the drafting and transmission of information;

You create, present and distribute documents, often of a confidential nature;

You collaborate with the Finance department and group managers;

You carry out back office tasks and manage our suppliers.

Profile

You have a bachelor's degree or equivalent in administration/accounting;

You have at least 5 years' experience as an administrative assistant;

You have an affinity with numbers;

You are fully conversant with the Office suite, Outlook, OneDrive and SharePoint;

You are reliable and discreet;

You are highly organized and autonomous;

You are bilingual FR/NL or have a minimum level of B2 ;

You know how to prioritize and manage a workflow;

You are proactive.

Offer

Our client in the construction sector is offering you a permanent contract.

You will work in a dynamic and stimulating environment.

You'll earn an attractive salary of up to €3500 gross.

Extra-legal benefits will be added to this salary package.

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