

C003532 Administrative Assistant (NS) Belgium - FRI 3 May

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Company: Park Lane Recruitment

Location: Belgium

Category: other-general

Deadline Date: 03 May 2024

Requirement Title: Administrative Assistant

Location: Braine-l'Alleud, Belgium

Full time on-site: Yes

Not to Exceed: 46 Euro

Total Scope of the request (hours): 418

Required Start Date: 10-JUN-2024

Required Security Clearance: NATO Secret

Duties and Role

Support HR Staff Services on various administrative processes related to employee life cycle across the 4 main locations.-

Provide constructive suggestions to improve office procedures and actively contribute to

existing organizational structure and procedures to maximise use of resources and encourage innovation;-

Performs other duties as may be required.

Requirements

NATO Secret Security clearance

Minimum two years of experience in administrative work in a large organisation, preferably in Human Resources, or related relevant environment-

Sound experience with Microsoft Office applications (Excel, Outlook, PowerPoint, SharePoint, Word);-

Sound experience with SharePoint;-

Experience working with HR Systems used by NCI Agency such as Oracle EBS, Taleo (or a comparable ATS) and HR ticketing systems;-

Experience with drafting and publishing information to customers on HR Services or relevant environment-

Excellent interpersonal, communication and organizational skills;-

Experience working in an HR Help Desk environment with a high volume workload and a flexible, service-minded attitude and ability to take initiative.

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