

Executive Assistant

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Company: Sibelco

Location: Antwerp

Category: other-general

Role Purpose:

The Executive Assistant will:

Work closely with the Board of Directors to promote and sustain good corporate governance and provide seamless administrative support to the Chairman of the Board and Board members.

Provide support to the Company Secretary to ensure the proper organization and functioning of the Company's Board and Board Committee meetings.

Play a crucial role in engagement with APAC customers, serving as a liaison and assisting with translation activities: meetings, documents, and other materials.

Ensure confidentiality, consistent accuracy and cultural sensitivity at all times.

Responsibilities:

1) General Support:

Ensure an always (seemingly effortless) professional representation of the Board to the outside world and smooth functioning of day-to-day activities.

Work on problems of diverse scope where analysis of data requires evaluation of identifiable factors.

Maintain knowledge of corporate policy and communicate intent where required.

2) Administrative Activities:

Handle a wide variety of complex and confidential situations and materials.

Manage Board members' logistics.

Prepare reports, presentations, and/or graphics by selecting relevant information from various sources.

Prepare and distribute routine and advanced correspondence including letters, memoranda, and reports.

Proactively manage logistical aspects of shareholders' meetings, ad hoc and regular Board & Board Committee meetings, including scheduling, agenda drafting, venue booking, and catering coordination.

Maintain and distribute meeting minutes, attendance records, and action plans.

Manage travel arrangements in liaison with our travel management team and our travel management company (flights, hotels, taxi, restaurant reservations, etc.).

Filing and labelling of documents in accordance with expectations set by the Company Secretary.

3) Customer Management / Language Support

Serve as a liaison between the company and APAC customers.

Support and broaden our HPQ News market intelligence.

Translate content within documents, web pages, and other materials.

Support with translation of meetings in real-time.

Develop and maintain a translation database for technical words used in HPQ business.

Provide quality assurance for translations, such as reviewing commercial offers, announcements, and communication, and supporting with the translation where necessary.

Work with a wide range of media (HPQ news) to translate news.

Stay updated on cultural nuances and business practices relevant to engaging with APAC customers.

Organize and manage agenda and logistics when receiving APAC visitors and when visiting customers in APAC.

Accompany Sibelco delegations when visiting APAC customers.

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