

Executive Assistant (Brussels)

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Company: BESIX

Location: Belgium

Category: other-general

Job Description

To support our Chief Financial Officer, we're looking for an enthusiastic & dynamic Management Assistant (FR/NL/EN).

The key responsibilities of this position include:

Process and monitor incoming and outgoing email correspondence

Provide administrative support including management of diaries, phones, proactive email management (actioning, filing, forwarding) and ensuring managers are well prepared for meetings.

Prepare and manage written complex communications including correspondence, email, letters, memos, reports, spreadsheets and other documents as required.

Agenda management of highly flexible and demanding schedules and accommodation across multiple time-zones.

Act professionally and effectively as a representative of the organisation in all communications, including managing screening incoming and outgoing communications (telephone, electronic, hard copy and in person) and ensuring a positive and responsive approach at all times.

Process and handle phone calls, check invoices, provide support to the manager's team

You independently manage all correspondence, telephone conversations and meetings. In

addition, you ensure that the Line Manager is kept informed of everything!

Skills

You are highly organized and able to manage priorities;

You have very good written and oral communication skills;

You are autonomous and appreciate teamwork;

You are flexible and dynamic;

You are stress resistant;

You show precision and pro-activity in your work;

discretion is one of your most important assets.

You can multitask

Qualifications

You have a bachelor degree in Administration related field or equivalent by experience in an office management role.

You are fluent in French / Dutch and English

Advanced knowledge of Microsoft Word, Excel, Outlook, and ability and willingness to learn new software packages as required

Demonstrated initiative and proactive approach to customer service, internal and external

Able to cope with shifting work priorities and the ability to prioritize work, must be able to meet deadlines in a fast-paced quickly changing environment.

Ability and willingness to learn new skills and take on new tasks, as required

Proven track record and ongoing focus on timeliness, accuracy and punctuality

Ability to communicate, influence and build effective relationships at all levels of the business with a particularly strong internal customer focus

Demonstrated initiative, flexibility and self-management skills and proven capacity to work in a

small team with limited supervision.

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