

Executive Assistantnew

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Company: Tiger Recruitment

Location: Belgium

Category: other-general

Executive Assistant

Overview

We have an excellent opportunity for an experienced Executive Assistant to join a leading Financial Institution in Brussels.

This is a permanent, full time opportunity.

Responsibilities

Providing support to a Partner, Principal, and a small team

Complex diary management

Organising meetings and business trips within Europe

Participating in the organisation of several Committee Meetings and preparing board packs for the meetings

Handling the incoming and outgoing mail

Preparing expense reports

Handling incoming calls, filtering calls when appropriate, taking messages

Gathering and sending key information on various topics to multiple stakeholders

Having regular phone contacts with high-profile external partners

Varied administrative duties including filing, photocopying, etc.

Working closely with 2 other Assistants and providing cover in each other's absence

Profile

5 - 10 years of experience in a similar role and in a similar environment

Fluent in English with a very good level of French

Very good MS Office skills, specifically with Outlook

Highly organised, excellent attention to detail

For this position, we can only consider EU / EFTA citizens or professionals possessing an existing EU Residency permit.

Tiger is B Corp Certified. We are part of a global movement of businesses committed to improving social and environmental conditions around the world.

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