

Facility Employee

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Company: VYNCKE

Location: Belgium

Category: other-general

As Facility Employee you will contribute to the first impression of the visitors of VYNCKE. You help to make a visit to VYNCKE a quality experience. Therefore you support our facilities team with logistic activities and at the reception desk. You will work together with lovely colleagues who make VYNCKE a great place to be.

YOUR FUNCTION

This function focuses on the support of our facilities team (60%) and the reception (40%). You are part of a team of 4 colleagues working closely together with the Facility Manager. Your facilities tasks: You support the organization of visits of customers, suppliers, student organizations, ... You assist in ordering, preparing, collecting & executing requests for different visits and events (catering, gadgets, goodie bags, ...). You are focused on giving external parties a perfect VYNCKE experience by paying attention to details.

Your responsibilities at the reception: You represent VYNCKE by welcoming our visitors and handling incoming calls, mails, and messages. You assist in the booking, preparation, and tidiness of our meeting rooms. You offer general administrative and organizational support.

YOUR PROFILE

A first experience in a similar position is an asset, but not a must.

You have a friendly personality and are customer oriented.

You are fluent in Dutch and have a basic knowledge of English. Knowledge of French is an asset.

You have good organization skills and an eye for detail.

You are willing to work with a PC and with your hands.

Preferably you are looking for a full-time job. Part-time can be discussed.

Having a driver's license is a strong asset.

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