

Belgium Jobs Expertini®

German-speaking Management Assistant for an international company!

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Company: excel-careers

Location: Brussels

Category: other-general

Are you German speaking? Looking for a Management/ Administrative Assistant position? We have a job for you!

Excel Careers and Excel Interim is a Recruitment Consultancy specialized in administrative support profiles such as receptionists, management assistants, executive/personal assistants, HR assistants, sales and marketing assistants, office managers, customer service officer, etc. We work with companies in a variety of sectors and offer both permanent and temporary contracts.

We are currently recruiting a Management Assistant for one of our clients, an international company located in Brussels and easily accessible by public transportation, to provide quality support to the team and, as such, enable them to operate at optimum efficiency.

Main Responsibilities:

Document Management, Agenda and Travel Management

Process long-distance phone calls and conference calls

Manage and process expenses

Prepare presentations using MS Office

Organize and prepare meetings, events and seminars

Support with the office management

Profile:

Previous experience as a Management Assistant/ Administrative Assistant/ Office Manager role in a corporate environment

German native or equivalent and English fluent, any other language is an asset

Ability to prioritize, good organizational and communication skills

Eye for detail and quality, positive, solution minded, autonomous and flexible

Excellent Microsoft Office skills

Offer:

An international and professional environment

Full time permanent position

Competitive salary in line with experience + excellent benefits package: Meal vouchers + 100% Transportation allowance, Group Insurance, Hospitalization Insurance...

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