

Junior Administrative Assistant Fleet

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Company: WTW

Location: Brussels

Category: other-general

To support our growth, WTW is seeking a motivated Junior Administrative Assistant to join our team at our Zaventem office. As a Junior Administrative Assistant, you will play a vital role in maintaining the efficiency of our office operations, with responsibilities such as mailbox management, general administrative tasks, Brio updates, certificate creation, claims handling, and fostering team collaboration.

Key responsibilities:

Mailbox Management: Your responsibilities encompass the efficient management of the company mailbox. This involves sorting, organizing, and distributing incoming emails and correspondence;

General Administrative Tasks: You will provide support in various administrative tasks as required. This may include tasks such as data entry, document management and the organization of files;

Brio Updates Part of your role will involve performing updates in Brio related to client and company information. This includes address updates and the maintenance of other relevant data;

Certificate Creation You will be responsible for creating certificates, including but not limited to green cards and other attestations, following established company procedures;

Claims Handling: Your duties will extend to assisting in the handling of glass breakage claims. This includes the documentation process and coordination with relevant parties;

Team Collaboration: Collaboration is key. You will work closely with team members to ensure a smooth flow of information and tasks within the office environment.

While the above responsibilities are key aspects of the role, it is important to note that there may be additional tasks and duties assigned as needed to support the overall efficiency of our office operations.

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