

## Junior Management Assistant

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Company: excel-careers

Location: Brussels

Category: other-general

**Looking for a Junior Management Assistant position? We have a job for you!**

**Excel Careers and Excel Interim provide multilingual administrative support staff to companies across all sectors, specializing in profiles such as Receptionists, Management Assistants, Executive / Personal Assistants, HR Assistants, Sales & Marketing Assistants, Office Managers, Customer Service Representatives and Digital Marketing Officers. We provide both permanent and interim contracts.**

We are currently recruiting a Junior Management Assistant for one of our clients, a top-tier firm located in the center of Brussels to provide superior support to the lawyers and, as such, enable them to operate at optimum efficiency.

### **Main Responsibilities:**

- Agenda management, planning and organisation of meetings and conference calls
- Handling e-mails and mails proactively
- Final editing of texts in English, Dutch and French
- Organising meetings and conference calls
- Time sheets and invoicing management
- Filing and archiving documents
- Typing and editing documents, reports, conclusions, correspondence via Dictaphone.
- Answering and handling telephone calls
- Elaboration of PowerPoint presentations
- General administrative and organisational tasks

### **Profile:**

- Experience in Administrative support roles
- Dutch or French native and fluent English, with very good command of the other Belgian language
- Ability to prioritize with good organizational and communicational skills
- Eye for detail and quality, positive, solution minded, autonomous and flexible
- Excellent Microsoft Office skills
- Excellent written languages skills

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