

Management Assistant

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Company: Fluxys

Location: Brussels

Category: other-general

Will you help us change the world?

Fluxys is an international energy infrastructure group with 1, employees active in gas transmission & storage and liquefied natural gas terminalling.

As a purpose-led company, we're committed to fast-track the shift to a carbon neutral world.

We explore new technologies and invest in infrastructure to accommodate hydrogen, biomethane, CO2 and other molecules for a climate neutral future.

For our headquarters in Brussels () we're looking for a Management Assistant (m/f/x).

Working for a Transport System Operator, such as Fluxys, is the perfect place to change the world- Baptiste Costa-Marini, Innovation Business Developer

Your

responsibilities

As assistant to the department heads of Accounting, Corporate Finance & Tax, you will

manage the following tasks: Managing the agenda and mailboxPreparing

meetingsTelephone contact and drafting emailsClassifying and translating various

documentsWriting reports, preparing statistics and presentationsReceiving visitorsOrganising

business trips

Additional Information

Working schedule: full time

Type of contract: permanent

Background Type: EPIC 1

Working mode: hybrid

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