

## Management Assistant C-level

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Company: PURATOS

Location: Dilbeek

Category: other-general

## Management Assistant C-level

### Join the Magic

#### Our Mission

At Puratos, we create innovative food solutions for the health and well-being of people everywhere. As the global leader in bakery, patisserie and chocolate ingredients, we help our customers to be successful with their business, by turning technologies and experiences from food cultures around the world into new opportunities.

We are more than 10.000 employees in over 70 countries and a consolidated turnover of 2.8 billion euros (in 2022). Our passion for innovation, a pioneering spirit and the unique Puratos culture drive our solid growth and vision for the future This, along with our commitment to our local communities, is what makes working at Puratos so magical.+

To strengthen our team in Groot Bijgaarden, we are looking for a:

## Management Assistant C-level

As Management Assistant you support, assist and facilitate the job of the Chief People Officer (70%) and the Chief R&D Officer (30%) by helping to organize meetings, seminar trips, agenda and support in building presentations.

### What you will do

You organize the agenda of the Chief People Officer: meetings, seminar, trips, expense notes, ...

You will support in the organization of HR seminar, HR international brainstorming's & webinars, several trainings and meetings of new country HR people in HQ and candidates.

You prepare key meetings such as business reviews/budgets: visualizing of PowerPoints, Excel, collect information, ...

You prepare the visits of groups, individual visitors, induction programs of new comers (HR scope).

You provide administrative support to the Chief People Officer.

You work closely together with the team of assistants.

### **Who are we looking for?**

You have a Bachelor's Degree or an equivalent experience.

You have at least 5 years of experience in a similar role.

You are an advanced knowledge of Microsoft office (outlook, power point, excel).

You are committed and trustworthy and have strong communication skills with the ability to adapt your communication style to all different levels in the organization.

You are flexible & stress resistant

You are proactive with a continuous improvement mindset and take initiatives.

You are well organized and focused on priorities

You have an excellent knowledge of English and are mastering Dutch and/or French

### **What you can expect from Puratos?**

You will join a fast-growing, stable family business that has become an international market leader with a corporate culture in which innovation and entrepreneurship are part of our main priorities. You will benefit from a great deal of freedom in your work, with plenty of room for initiative.

We at Puratos cultivate an inclusive global workplace, that fully embraces diversity and equal

opportunities for all. We strive to reflect the richness of our customers, communities and society, accelerating our ability to innovate and deliver on our commitments.

You will be welcomed in a dynamic work environment where passion for innovation, team spirit and continuous improvement are key. You can count on a competitive salary package

with attractive benefits such as:

Meal vouchers (8€/day)

Group, dental and hospitalization insurance fully paid by Puratos

13th and 14th month pay

Minimum 5 training days per year

Responsibilities and the possibility to take ownership of your work

Watch our corporate movie and feel the Puratos Magic:

Working at Puratos is choosing a Top Employer in Belgium.

Shall we meet soon?

#LI-PL2

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