

## office assistant

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Company: EXCEL CAREERS

Location: Brussels

Category: other-general

Our client is a successful international firm located in Auderghem. They are currently looking for an Office Assistant to reinforce their team. The Office Assistant will be collaborating with the Office Manager and the Management Assistant. Providing full administrative support to the Directors: agenda management, arranging business trips from A to Z, handling expense notes, etc. Welcoming visitors (clients, suppliers, cleaning team, etc.) Preparing meeting rooms, coordinating the catering and booking taxis if needed Solving possible technical office-related issues Ordering office supplies and daily lunches Liaising with suppliers and service providers; and following up on contracts Handling emails, printing and binding documents, updating database and archiving You are happy to ensure more hands-on tasks such as storing the kitchen supplies in the fridge and cupboards, filling and emptying the dishwasher, etc. You have excellent verbal and written skills in Dutch and English, and a... Originele vacature is te vinden op StepStone.be – Maak nu een Jobagent aan op StepStone en vind je droombaan! <https://bit.ly/2jPYsZC> Vind gelijkaardige jobs, informatie over werkgevers en carrièretips op StepStone.be!

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