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Office Assistant

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Company: SASMAR

Location: Brussels

Category: other-general

SASMAR is currently seeking an Office Assistant to join our team. With our headquarters based in Brussels, Belgium, and operations in Sydney, Hong Kong, Mumbai, Malta, London, and Chicago, we are a fast-growing pharmaceutical company that specializes in personal care and fertility products, including our renowned Conceive Plus brand. Our products are distributed in over 70 countries through various channels such as supermarkets, clinics, hospitals, pharmacies, and drugstores.

As an Office Assistant at SASMAR, you will play a key role in providing administrative support to the office and assisting with day-to-day operations. This is an entry-level position that offers a great opportunity to gain experience in a global company.

SASMAR is committed to fostering an inclusive and diverse work environment where all employees are treated with respect and have equal opportunities.

Immediate Start - priority given to candidates available immediately

Responsibilities

Assist with general office duties such as filing, scanning, and organizing documents.

Answer and direct phone calls to the appropriate person or department.

Greet and assist visitors in a friendly and professional manner.

Manage and maintain office supplies and inventory.

Assist with scheduling and coordinating meetings and appointments.

Support HR department with administrative tasks, such as employee onboarding paperwork.

Assist with travel arrangements and booking accommodations for employees.

Assist in organizing company events and gatherings.

Perform other administrative tasks as assigned.

Requirements

High school diploma or equivalent qualification.

Prior experience in an office support or administrative role is preferred but not required.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Excellent organizational and time management skills.

Strong attention to detail and accuracy.

Friendly and professional demeanor.

Excellent communication and interpersonal skills.

Ability to multitask and prioritize tasks effectively.

Ability to maintain confidentiality and handle sensitive information.

Ability to adapt to a fast-paced and dynamic work environment.

Benefits

Competitive salary

English language and multi-cultural work environment

Private Health Insurance (medical, dental, hospitalisation)

Paid Time Off

Career advancement opportunities in stable company

Modern offices, convenient to public transport.

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