

Office Manager and support to the Management team

[Apply Now](#)

Company: Whirlpool Corporation

Location: Grimbergen

Category: other-general

Requisition ID: 59498 ABOUT WHIRLPOOL CORPORATION Whirlpool Corporation (NYSE: WHR) is committed to being the best global kitchen and laundry company, in constant pursuit of improving life at home. In an increasingly digital world, the company is driving purposeful innovation to meet the evolving needs of consumers through its iconic brand portfolio, including Whirlpool, KitchenAid, Maytag, Consul, Brastemp, Amana, Bauknecht, JennAir, Indesit, Yummly and InSinkErator. In 2022, the company reported approximately \$20 billion in annual sales, 61,000 employees and 56 manufacturing and technology research centers. Additional information about the company can be found at WhirlpoolCorp.com. The team you will be a part of Since the beginning, KitchenAid SDA EMEA has designed kitchen appliances with the maker in mind - all crafted to open a door to new possibilities and help you to get the most out of making. Delivering performance, style and innovation, they take your creations up a level. The Administrative Support team provides secretarial and administrative support for one or more of the organization's executives, requiring discretion, confidentiality, a good understanding of technical and business vocabulary, and a detailed knowledge of the organization's operations, policies, procedures and people. Schedules, guides and manages the key engagements of the leader. Has the ability to clearly articulate communication both internally as well as externally. This role in summary We are looking for a talented and versatile Office Manager and support to the Management team to join our KitchenAid SDA EMEA Organization based in Bruxelles. Your responsibilities will include Provide secretarial and administrative support primarily to the GM of the organization and to other members of the management team Organize travel schedules and

prepare itineraries and all logistics involved (hotels, transport, arranging visas if applicable, etc.). Any support on general Service (real estate, office supplies, all sorts of interfacilities, Post office,) Organizing events/catering in coordination with the teams Administrative support to the finance team carve out of KitchenAid (Retainco) of the New Company (Whirlpool) Support all teams in creating PO's and follow-up on budget Provide competent, efficient, high-level support for senior management, using initiative to address matters that do not require the full attention of the senior managers. Versatility in addressing potential new duties assigned Minimum requirements 5-7 years of experience Dutch & English language proficiency needed - French is a nice to have Minimum 3 days in the office (Monday, Tuesday and Thursday) in accordance with our Home Office Policy What we offer Work in a well-structured and consolidated team International environment and global career opportunities Opportunity to have a great impact on company development Participating in international projects Great team spirit and atmosphere Agile working Become a real KitchenAid'er by absorbing our international culture! Connect with us and learn more about Whirlpool Corporation See what it's like to work at Whirlpool by visiting Whirlpool Careers. Additional information about the company can be found on Facebook, Twitter, LinkedIn, Instagram and YouTube. At Whirlpool Corporation, we value and celebrate diversity. Whirlpool Corporation is committed to equal employment opportunity and prohibits any discrimination on the basis of race or ethnicity, religion, sex, pregnancy, gender expression or identity, sexual orientation, age, physical or mental disability, veteran status, or any other category protected by applicable law.

[Apply Now](#)

Cross References and Citations:

1. Office Manager and support to the Management team[MedicaljobsnearmeJobs](#)

Grimbergen [Medicaljobsnearme](#)

2. Office Manager and support to the Management team[Newsjobs](#) **Jobs Grimbergen**

Newsjobs ↗

3. Office Manager and support to the Management team[ForestjobsJobs](#) **Grimbergen**

Forestjobs ↗

4. Office Manager and support to the Management team Agriculturejobs Jobs

Grimbergen Agriculturejobs ↗

5. Office Manager and support to the Management team Finddriverjobs Jobs

Grimbergen Finddriverjobs ↗

6. Office Manager and support to the Management team Microbiologistjobs Jobs

Grimbergen Microbiologistjobs ↗

7. Office Manager and support to the Management team Jordanjobs Jobs Grimbergen

Jordanjobs ↗

8. Office Manager and support to the Management team Thejobsearch Jobs Grimbergen

Thejobsearch ↗

9. Office Manager and support to the Management team Directorjobs Jobs Grimbergen

Directorjobs ↗

10. Office Manager and support to the Management team Governmentjobsnearme Jobs

Grimbergen Governmentjobsnearme ↗

11. Office Manager and support to the Management team Photographerjobs Jobs

Grimbergen Photographerjobs ↗

12. Office Manager and support to the Management team Birminghamjobs Jobs

Grimbergen Birminghamjobs ↗

13. Office Manager and support to the Management team Perhourjobs Jobs Grimbergen

Perhourjobs ↗

14. Office Manager and support to the Management team Cosmeticsjobs Jobs

Grimbergen Cosmeticsjobs ↗

15. Office Manager and support to the Management team Romejobs Jobs Grimbergen

Romejobs ↗

16. Office Manager and support to the Management team Phoenixjobs Jobs Grimbergen

Phoenixjobs ↗

17. Office Manager and support to the Management team Searchaustralianjobs Jobs

Grimbergen Searchaustralianjobs ↗

18. Office Manager and support to the Management team Nightshiftjobs Jobs

Grimbergen Nightshiftjobs ↗

19. Office manager and support to the management team Jobs Grimbergen ↗

20. AMP Version of Office manager and support to the management team ↗

21. Office manager and support to the management team Grimbergen Jobs ↗
22. Office manager and support to the management team Jobs Grimbergen ↗
23. Office manager and support to the management team Job Search ↗
24. Office manager and support to the management team Search ↗
25. Office manager and support to the management team Find Jobs ↗

Source: <https://be.expertini.com/jobs/job/office-manager-and-support-to-the-management-team-grimbergen-whirlpool-corporatio-25861415d6/>

Generated on: 2024-05-03 by Expertini.Com