

Office Manager - in a communication agency (M,F,X)

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Company: Page Personnel

Location: Brussels

Category: other-general

Daily processing and follow-up of financial and administrative tasks (e.g. expenses, budgets, invoices), including preparation of reports and maintenance of filing systems, databases and calendars.

Support staff in the administrative, organizational and financial management of communication agency projects to ensure their effective implementation.

Provide IT support and initiate troubleshooting procedures.

Manage office infrastructure, including ordering and stocking supplies.

Implementation of integration assistance for new staff members.

Correspondence on human resources issues with an external social secretariat.

Support for the organization of internal and external events, including programming, arranging travel and accommodation, and booking of meeting space.

Support the Executive Director in the development of tasks.

Formal education in a related field with a minimum of 2 years of working experience in a similar role.

Excellent written and verbal communication skills in French, English and Dutch.

Solid knowledge of office management software like MS Office (Excel and Word) and databases.

Good computer literacy and experience with office software for time recording.

Ability to identify problems and provide solutions.

Well-organized with an eye on details.

A full-time and long-term contract

Home office 1 day/week

A nice environment with careful colleagues

Internal training

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