

Personal Assistant for an international law firm!

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Company: excel-careers

Location: Belgium

Category: other-general

Looking for a new exciting challenge in a Personal Assistant role? We have a job for you! Excel Careers and Excel Interim is a Recruitment Consultancy specialized in administrative support profiles such as receptionists, management assistants, executive / personal assistants, HR assistants, sales and marketing assistants, office managers, customer service, digital marketing officers, etc. We work with companies in a variety of sectors and offer both permanent and temporary contracts. We are currently recruiting a Personal Assistant for one of our clients, a renowned international firm located in Brussels, accessible by public transportation, to provide general support to lawyers. **Main Responsibilities:**

Management of incoming calls and mails

Central point of contact

Agenda management, recording appointments and meetings

Travel arrangement

Preparation and drafting of invoices

Following up of invoices and third party account;

Various administrative tasks: opening files, archiving files, managing seminar registrations, booking orders

Drafting of correspondence

Profile:

3-to-5-year experience in a similar role

Fluent in Dutch or French, very good command of English and the other national language

Ability to prioritize, good organizational and communicational skills

Eye for detail and quality, results-minded and service-minded, autonomous and flexible

Excellent Microsoft Office skills

Offer:

A full-time permanent contract

An exciting challenge in an international and dynamic environment

A very competitive salary in line with experience + package (luncheon vouchers, transportation allowance, insurances, bonus...)

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