

Secrétaire

[Apply Now](#)

Company: Tempo-Team

Location: Brussels

Category: other-general

jobdetails . Provide secretarial and administrative support including agenda management, filing, filtering calls, drafting general correspondence, dispatching information, preparing files and presentations for meetings, taking notes, managing office supplies etc.

. Follow up pro-actively on correspondence, outstanding replies and actions resulting from meetings. Support internal staff management processes such as leave, flexitime and missions, etc.

. Coordinate actions to organise the necessary meeting facilities and logistics in support of the organisation of meetings and special events.

. Carry out any other administrative or secretarial task in line with the main purpose of the job.

Toon meer . Provide secretarial and administrative support including agenda management, filing, filtering calls, drafting general correspondence, dispatching information, preparing files and presentations for meetings, taking notes, managing office supplies etc.

. Follow up pro-actively on correspondence, outstanding replies and actions resulting from meetings.

. Support internal staff management processes such as leave, flexitime and missions, etc.

. Coordinate actions to organise the necessary meeting facilities and logistics in support of the organisation of meetings and special events.

. Carry out any other administrative or secretarial task in line with the main purpose of the job.

ervaring

3-5 jaar

taken

Basis input pcDossierbeheerBrieven opstellen

jouw aanbod

Level of education and field(s) of education : Post-secondary education attested by a diploma or secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of at least 3 years. A secretarial or office administration education is considered a strong advantage.

Competencies :

- . Experience with administrative processes (e.g. meeting requests, agenda management).
- . Experience in meeting support.
- . Drafting skills in English and French.
- . Experience in the use of standard office applications.
- . Experience with mission preparation (i.e. flights, hotel bookings).

opleiding

Professionele bachelor

Ons aanbod

Gross salary = 3,434.49/month (assistant)

Duration: until 19/01/2024 inclusive

37,5 hours/week

[Apply Now](#)

Cross References and Citations:

1. [Secrétaire MedicaljobsnearmeJobs Brussels Medicaljobsnearme](#)
2. [Secrétaire GardeningjobsJobs Brussels Gardeningjobs](#)

3. **Secrétaire GeneticsjobsJobs Brussels Geneticsjobs** ↗
4. **Secrétaire Resume-score Jobs Brussels Resume-score** ↗
5. **Secrétaire Czechiajobs Jobs Brussels Czechiajobs** ↗
6. **Secrétaire Munichjobs Jobs Brussels Munichjobs** ↗
7. **Secrétaire Europajobscentral Jobs Brussels Europajobscentral** ↗
8. **Secrétaire Businessjobs Jobs Brussels Businessjobs** ↗
9. **Secrétaire Findfulltimejobs Jobs Brussels Findfulltimejobs** ↗
10. **Secrétaire BeauticianjobsJobs Brussels Beauticianjobs** ↗
11. **Secrétaire Lisbonjobs Jobs Brussels Lisbonjobs** ↗
12. **Secrétaire Visualcontentcareeropportunities Jobs Brussels Visualcontentcareeropportunities** ↗
13. **Secrétaire UltimatejobfinderJobs Brussels Ultimatejobfinder** ↗
14. **Secrétaire Riyadhjobs Jobs Brussels Riyadhjobs** ↗
15. **Secrétaire NgojobsJobs Brussels Ngojobs** ↗
16. **Secrétaire Indiajobscentral Jobs Brussels Indiajobscentral** ↗
17. **Secrétaire Nairobijobs Jobs Brussels Nairobijobs** ↗
18. **Secrétaire Johannesburgjobs Jobs Brussels Johannesburgjobs** ↗
19. **Secrétaire Jobs Brussels** ↗
20. **AMP Version of Secrétaire** ↗
21. **Secrétaire Brussels Jobs** ↗
22. **Secrétaire Jobs Brussels** ↗
23. **Secrétaire Job Search** ↗
24. **Secrétaire Search** ↗
25. **Secrétaire Find Jobs** ↗

Source: <https://be.expertini.com/jobs/job/secretaire-brussels-tempo-team-ebbca1c5a/>

Generated on: 2024-05-03 by [Expertini.Com](https://www.expertini.com)