

CHALLENGING PA ROLE FOR CANDIDATES WITH 2 YEARS' + EXPERIENCE

COMPANY DETAILS

Profile Group is a premium Selection and Recruitment company that has been helping candidates in their job search for 30 years. Working with a wide variety of companies, we provide candidates with a high quality service that helps both in the application process and improving the various skills required to succeed in interviews.

We are currently looking for a PA with 2 years' + experience and excellent Dutch and English with Good spoken French for a challenging role for an international firm accessible by public transport.

FUNCTION

Key Personal Assistant Responsibilities

- You take ownership for the smooth running of your 3 busy Managers' organisational and administrative follow-up
- You will be responsible from A – Z for the follow-up of opening and closing client files, the management of e-mails, ensuring deadlines are met, follow-up of expenses, completing timesheets and billing requiring much initiative
- You will personally assist in all secretarial tasks as well as being in regular contact with clients by phone and by email
- Agenda management, including full responsibility for organising and preparing internal & external meetings, conference calls, teams, conferences & business lunches, here and abroad
- Present at events
- You will be fully responsible for worldwide travel arrangements from A – Z
- You will format & edit diverse texts as well as create PowerPoint presentations for meetings
- You need to maintain a very efficient client database and filing system

PROFILE

Your Personal Assistant Profile

- You have minimum 2 years of experience
- A real desire to prove yourself
- Excellent Dutch & English (written & spoken) + Good spoken French
- Knowledge of German or Spanish is an advantage
- Sound knowledge of MS Office + easily learning new software packages
- Outstanding organisational skills, forward planner, excellent prioritiser, able to anticipate
- Bright, dynamic and highly motivated team player with a real desire to be involved and challenged
- Detail oriented
- Proactive and solution oriented, really wanting to make a difference and contribute
- Sound communication skills, discrete and diplomatic

OFFER

- Varied function for a fast-paced department requiring a very proactive and efficient PA
- Superb well organised team from whom you will learn
- Open door policy
- Room for growth
- Company pro training
- Full excellent compensation package: luncheon vouchers, eco cheques, private pension, invalidity, hospitalisation and outpatient (reduced rate for family), discretionary performance bonus and 100% reimbursement of public transport costs
- Team events
- Working hours: 9.30 – 5.30
- 22 holidays, as of 4th year, 25 holidays

Placed on:

Tue 30 March 2021

Location:

1050 Brussels

PROFILE GROUP

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Interested?

For more information:
Call **EMMA WAITES**
at the number: **02 738 02 63 GSM 0475 614967**