

# Arteel

Arteel is the Belgian pioneer and market leader that helps its clients to boost their Employee Experience and Customer Loyalty. 82% of the best employers choose Arteel. Last year, we reached 150,000 employees in 39 countries.

For our office in **Herent** we are looking for a

## Sales & Marketing Executive Assistant

### Job Description

At Arteel, we thrive when our people thrive. We are currently looking for a Sales and Marketing executive assistant to be the supportive force for the Sales & Marketing Director. The ideal person for the job will be a proactive problem solver with exceptional communication skills and a meticulous attention to detail. (S)he will have previous experience working in an office environment, performing administrative duties and providing support to management.

### Objectives of this Role

- Manage professional and personal scheduling for the Sales Director, including agendas, mail, email, calls, travel arrangements, client management, and other company logistics
- Manage the administrative tasks & follow up of sales.
- To assist and execute marketing & sales projects to reach company goals. For example, follow up social media posts, rewriting articles, organise events, roadshows, bring up ideas, ...
- Assist with business development. For instance, making appointments, detect sales opportunities, launch ideas ...

### Skills and Qualifications

- Mother tongue Dutch or French; excellent knowledge Dutch, French and English.
- Superb written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Ability to keep a positive spirit and a can-do mentality
- Bachelor's degree required; master's degree preferred

### Our offer

- An exciting job with career opportunities that will be defined by your commitment
- An important function in a warm, dynamic team that values cooperation
- A full-time position with an attractive salary package

### Be quick and apply today!

Send your CV and letter of motivation to Yves Arteel, Brusselsesteenweg 59, 3020 Herent or to [personeel@arteel.eu](mailto:personeel@arteel.eu).