

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

Executive Assistant to the Managing Director

Job Description

At Arteel, we thrive when our people thrive. We are currently looking for an Executive Assistant to support the Managing Director. The ideal person for the job will be a proactive problem solver with good communication skills and a meticulous attention to detail. (S)he will have previous experience as an Office Manager or a Personal Assistant and was responsible for internal projects.

Objectives of this Role

- Support the Managing Director and take responsibility in a broad range of domains: human resources/ staff coordination & payroll, facility/ maintenance, legal/ insurance contracts, financial reporting ...
- Provide general administrative support: calendar, correspondence, mail, e-mail, phone calls...
- Support the UK office: preparing sales invoices, entering bank statements or purchase invoices, ...
- Assisting with and executing all sorts of internal projects to ensure our continuous improvement.

Skills and Qualifications

- Mother tongue Dutch or French; you speak and write Dutch, French and English fluently.
- You are flexible, service-oriented, multi-tasking, rigorous and organized.
- Excellent command of Office 365 (Word, Excel, PowerPoint) and a fast learner of proprietary software.
- You enjoy challenges, have a can-do attitude, work accurately under pressure and keep a positive spirit.
- Bachelor's degree required; master's degree preferred.
- Experience with payroll and associated tasks is a plus

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.