



# Office Assistant

Expertum is a growing dynamic IT consultancy company founded in 2006.

Our team currently consists out of 150 employees spread over 4 different countries (Belgium, The Netherlands, Slovenia and Croatia).

To support the growth of our internal team in Belgium we are looking for an Office assistant working out of our offices in Erpe-Mere.

## Characteristics

- Service – focused
- Dynamic
- Communicative
- Pragmatic
- Constructive
- Proactive

## Values

- Trust
- Passion
- Entrepreneurship
- Integrity
- Team spirit

## Languages

- Dutch Native
- English Business
- French Business

## Tasks

- Support/processing of accounting
- General administrative support (general organisation, HR, Sales,....)
- SPOC for general practical and administrative questions from the employees
- Administration of the office supplies and facilities
- Internal ambassador of the company culture

## Profile

You can identify with our values: Trust, Passion, Entrepreneurship, Integrity and Team spirit. You also have the following experience:

- Bachelor level education (Office Management, ...)
- You have a first relevant experience
- Able to work autonomously and independently in a detailed oriented, committed and flexible way
- Strong communicator (both verbal and written)
- Excellent knowledge of MS Office tools (Word, Excel, PowerPoint, Outlook)
- Fluent in Dutch, English and French

## Our offer

A people oriented environment where we invest in your personal development. We offer coaching and training for all our employees in line with your personal goals. An attractive and competitive salary package.

**I WOULD LIKE TO APPLY FOR THIS JOB**