

Bio Base Europe Pilot Plant vzw – Office assistant

Office assistant

We're looking for an administrative wizard or someone who gets things done.

If you're on the look-out for a job with a lot of variety as a liaison between different departments, this is it!

Communication is key in this function, as well as being service-minded, assertive, discrete, optimist and being able to prioritize your tasks yourself.

You're fluent in English and Dutch, and have basic knowledge of French.

An extra asset that can be useful is if you like to do some investigative digging into the archives or files to find the answer to an administrative question.

What do we expect of you?

- administrative support for the finance department
- agenda management and administrative support for the Head of Business & Operations
- travel management of all departments
- back up office management
- back up reception
- all round administrative back-up

We offer a dynamic, international and vibrant working environment with excellent perspectives for the future. All of our new employees are intensively coached by a team of experienced co-workers.

Furthermore, you will receive an attractive salary package (incl. meal vouchers, group insurance, flextime, lease bikes... and much more).

You are based at the Bio Base Europe Pilot Plant, situated in the port of Ghent in Belgium.

A suitable candidate can start immediately.

We can provide free transportation (Max Mobiel) from Gent Dampoort.

<https://www.bbeu.org/>