



Office assistant / Logistics administrative employee in Bornem

Full-time

What you are going to do

Description of the job

For a production company located in Bornem, we are looking for an administratively strong office assistant with a good knowledge of the English language.

This company is a production company that makes fibers from natural raw materials.

As an office assistant at this company in Bornem you have a wide range of tasks. For example, you will help with the general administration regarding HR and agenda management. You are also responsible for preparing meetings and drawing up reports. You will also help with logistics administration, such as processing orders, checking purchase orders, making agreements with suppliers.

At least but not last you will also help at the reception and receiving visitors. You work closely with your colleagues from all different departments, therefore you are real team player.

What we ask for

- You have administrative experience as an office assistant, management assistant or all-round administrative employee.
- You already have experience in the logistics sector. This can be in a logistics company, or in a practical position in logistics.
- You are good with languages. A good knowledge of the English language is a must.
- You have strong computer skills, you can work with Word, Outlook and Excel.

What we offer

- A stable job with with the prospect of a permanent contract.
- A varied administrative function, with a logistical touch.
- A nice job in a company with a good working atmosphere and friendly colleagues.
- A day shift job with pleasant working hours.
- A quick start-up if you wish.
- A good salary that is negotiable depending on your experience and skills.