

Stephex Group is a family-owned company based in Meise, Belgium. In addition to our horse-trading business, we are also active in the Real Estate and automotive industry. We are market leaders in the construction of exclusive horse trucks, motorhomes and 2-horse trucks. Our extensive dealer network allows us to service customers all over Europe and beyond. The company has an excellent reputation for high-quality, user-friendly design that extends way beyond the Belgian borders.

To support its significant growth, Stephex Group is currently looking to strengthen itself with a:

EVENT & OFFICE ASSISTANT

Job description

You will work closely with the COO and the employees reporting to the COO. You will perform administrative and office support, manage calendar, emails and the flow of information among the different business units; Liaising with our marketing, events and motorhome sales department for the organisation of events and fairtrades.

You will provide day-to-day support to the activities of the COO in an International environment.

The job requires a high degree of anticipation, flexibility and advanced preparation to deliver quality outcome for the COO.

Candidate profile

- Excellent verbal and writing skills in Dutch, French and English.
- You have strong organization and time management skills.
- You have the ability to organize and coordinate multiple projects and a heavy workload.
- You are flexible, proactive and adaptable, willing to do what it takes to get the job done.
- You are positive and open minded.

Job offer

- Attractive remuneration package in line with your experience and added value.
- Full-time employment.
- Challenging opportunity.
- International, strong and growing environment.

Apply online via: <http://stephexgroup.com/#talents> or via: hr@stephex.com