

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:

RECEPTIONIST / OFFICE ASSISTANT

Job description

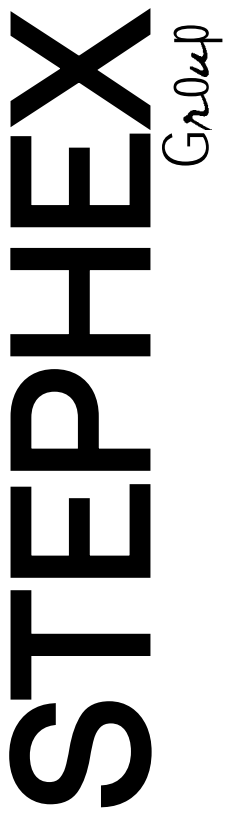
Would you like to be the business card of our company? Do you like administration? Do you want to work in an international environment? Then we have the dream job for you!

What does your day look like as a Receptionist / Office Assistant:

- You welcome our visitors with a smile.
- You are responsible for the first line telephony and connect incoming calls with the desired colleague.
- You will order and manage all office equipment.
- You are responsible for the incoming and outgoing mail, checking deliveries.
- You give administrative support to colleagues.
- You will support our management team in different projects.
- You are responsible for travel management.

Candidate profile

- You are a strong multitasker, hands-on aiming for perfection.
- You like tidiness and you are structured.
- You are easy to get along with and help every colleague or visitor with ease.
- There are no problems for you, only solutions and opportunities.
- You are fluent in Dutch, English and French.



Job offer

- Attractive compensation package
- Full-time employment
- Challenging opportunity
- International environment

Do you find your passion in this?

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

