

Stephex Group is a proud family-owned company based in Meise, Belgium, renowned for our excellence in horse trading, automotive innovation, and event management. As market leaders in the construction of exclusive horse trucks, motorhomes, and 2-horse trucks, we are dedicated to providing exceptional quality and user-friendly designs that cater to our clients' diverse needs.

Our extensive dealer network spans Europe and beyond, allowing us to deliver unparalleled service and support to customers wherever they may be. With a strong reputation built on reliability and craftsmanship, Stephex Group is committed to upholding the highest standards in all our endeavors. Join us on our journey as we continue to push the boundaries of innovation and quality in the industries we serve.

Are you ready to take on new challenges and grow with us? We invite you to explore this exciting opportunity at **STX Italy!**

ADMINISTRATIVE ASSISTANT

To support our STX Italy team we are looking for a dynamic Administrative Assistant based in Italy. The ideal candidate will be versatile and proactive, ready to take on a variety of tasks while contributing to our Italian team's success.

Key Responsibilities:

- **Vehicle Registration Processes:** Follow up on vehicle registration to ensure timely completion.
- **Accounts Receivable Management:** Monitor and manage accounts receivable, maintaining communication with clients regarding outstanding debts.
- **Damage Case Follow-up:** Manage and track damage cases, coordinating with relevant parties to resolve issues.
- **Customer Interaction:** Serve as a point of contact for customers, addressing inquiries and providing support.
- **Website Stock Updates:** Regularly update stock information on the company website.
- **Social Media Management:** Assist in managing the company's social media presence, creating content and engaging with followers.

Profile:

- Fluent in Italian and English (spoken and written).
- Excellent communication skills: maintaining consistent communication with the STX Finance team in Belgium.
- Strong organizational skills and attention to detail.
- Ability to multitask and adapt to changing priorities.
- Proficient in using social media platforms and basic website management tools.

Offer:

- **Comprehensive training** by the STX Finance team at the Stepdex Group headquarters in Belgium. Giving you the opportunity to get to know the Belgian team, our processes, systems and company culture.
- **Part-time employment contract** with flexible working hours and the possibility to grow into a full-time employment.
- **Attractive remuneration package** in line with your experience and added value.
- **Unique, challenging opportunity.**

Ready to take on a diverse role and make a significant impact in our team? Don't hesitate and apply now via <https://stephex.com/careers/> or send your cv and motivation letter to: hr@stephex.com