

**Stephex Group** is a proudly family-owned company based in Meise, Belgium, renowned for excellence in horse trading, automotive innovation, and event management. As market leaders in the production of premium horse trucks, motorhomes, and 2-horse vehicles, we are committed to delivering exceptional quality and user-centric designs that meet the diverse needs of our clients.

Our extensive dealer network stretches across Europe and beyond, enabling us to provide exceptional service and support to customers, no matter their location. With a strong reputation for reliability and craftsmanship, Stephex Group is dedicated to maintaining the highest standards in everything we do. Join us as we continue to push the boundaries of innovation and quality across the industries we serve.

**Are you ready to embrace new challenges and grow with us?**

We encourage you to explore this exciting opportunity and become part of our journey!

## **PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER**

### **Job description**

We are looking for a personal assistant for our CEO & Founder, Mr. Stephan Conter, to provide high level support. In this pivotal role, you'll manage communications, organize schedules and ensure the CEO's day-to-day operations are seamless.

Your responsibilities will include a wide range of administrative and office support, providing day-to-day support to the activities of our CEO and his family, in an International environment.

This position requires a high degree of anticipation, flexibility, advanced preparation and discretion in order to deliver quality outcome for the CEO.

### **Candidate Profile**

- Young, dynamic and intelligent;
- A first experience as PA, executive assistant or management assistant is a plus;
- Excellent verbal and written communication skills in Dutch, French and English;
- You have the ability to organize and coordinate multiple projects and a heavy workload while managing CEO priorities;
- Flexible, proactive and adaptable, willing to do what it takes to get the job done;
- You follow up and keep track of all on-going projects for the CEO, anticipating his needs and actions;
- Reliable, discrete, confidential and diplomatic;
- Positive and open minded.

## Job Offer

- An opportunity to join an international and fast-growing company;
- Competitive remuneration package, aligned with your experience and the value you bring;
- Full-time employment;
- A unique and challenging opportunity.

## How to Apply:

Submit your application online at <https://stephex.com/careers/> or send it via email to [hr@stephex.com](mailto:hr@stephex.com).