

Front & Back Office Assistant

Within our growing organisation, you will have the opportunity to get the best out of yourself and further develop your personal skills. Together with three colleagues, you form our secretariat team. Together, you ensure professional and welcoming support for the entire organisation.

Your responsibilities include:

Front Office:

- Welcoming visitors and colleagues; you are the first point of contact.
- Managing emails, ordering business cards and office supplies, and maintaining stock.
- Reception duties such as answering phones, handling post, and issuing keys.
- Supporting facility-related requests or tasks related to fleet management.
- Managing and keeping the contact and booking systems up to date.

Back Office:

- Organising and booking business trips (flights, hotels, and transport).
- Coordinating small organisational tasks and supporting departments and management.
- Actively contributing ideas to improve and automate secretariat processes.
- Executing a daily, varied schedule: from processing requests to providing ad-hoc support.