

Administrative Assistant

Description

Dive Marine Services, a leading underwater I.R.M. services company established in 1974 and part of DM Group Services, is currently looking for an administrative assistant to join their team in Antwerp.

*This is done from our office in Brasschaat but the work locations are worldwide.

Responsibility

- Provide administrative support to the company (Office, Operation and Training)
- Fill in all kinds of social documents at the request of blue-collar and white-collar workers in collaboration with the social secretariat
- Plan and register training courses for both blue-collar and white-collar workers (e.g. contacting different training bodies, comparing prices, etc.)
- Ensure a smooth start-up of the new employees: preparing, completing and following up reception files
- Answer any incoming enquiries
- File and forward incoming and outgoing invoices to the external accounting company.
- Any other ad-hoc duties assigned
- Candidate must be able to multi-tasking
- Able to work in fast phase environment
- Able to work under pressure

Qualifications (must-haves/essentials in bold)

- Preferably with relevant experiences
- Proficiency in Microsoft Office, Excel, Words, PowerPoint
- A good working attitude, able to work independently.
- Pleasant, positive and willing to learn
- Good communication and co-ordination to interact within internal department and external parties (Suppliers and Customers).
- Preferably those able to start work immediately or within short notice.
- Salary will be offered based on experienced
- Knowledge of personnel administration is an asset
- Fluent in written and spoken Dutch and English

Job Benefits

- Competitive Compensation
- Opportunities for further training and career advancement
- Workplace maintaining the highest standards of safety and health

Contacts

Interested in joining our team? Please apply directly on the right or forward your CV together with other relevant certifications to tamara.mertens@dmgroupservices.com

Hiring organization

DM Group Services

Job Location

Antwerp

Date posted

9 June 2023