

POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT (COMMERCIAL)

We are looking for professional administrative assistant to work with our Commercial Manager.

You will join our Commercial Department and have unique opportunities of partnering with stakeholders from all departments in CSP Zeebrugge.

You will also assist in making sure the team adheres to company policies, follow-up of unresolved customer complaints and organizing the team schedule.

A passion for customer service is a plus.

Key Responsibility

You play a key role in providing general administrative and business support tasks for the Commercial Manager. Amongst other, you will be responsible for the following tasks:

- General administrative work.
- Organise, plan, and prepare meetings, this includes the creation of presentations.
- Taking notes and writing minutes during Commercial meetings.
- Prepare weekly and monthly reports or updates.
- Chasing payments of invoices (calls to commercial contacts, follow-up)
- Preparing communications on behalf of the commercial manager.
- Organising travel, itineraries as well as setup conference calls and video conference.
- Conducting or preparing any research that may be required.
- Ensuring company policies are followed.
- Assisting customers whenever necessary.
- Create online content.
- Contract management. Maintaining the current filing and database system and looking for ways to improve current systems.

The ideal candidate has the following qualifications

As a person you are characterized by your high energy level, service-orientation, and flexibility.

With a positive attitude and a critical eye for detail you know how to prioritize and organize the workday for yourself and for the Commercial team.

- Proficiency in Microsoft Office and other related business software
- Attention to detail
- Great verbal and written communication skills (fluent in English & Dutch, verbal & written)
- Must be self-motivated and possess the desire for self-development.
- Work autonomously when required.
- Be a teamplayer and dedicated to customer satisfaction.
- Well-developed time management skills. Strong organisational & problem-solving skills.
- High school or equivalent education level.
- Basics of public relations, social media marketing is a plus as well as understanding of corporate law and governance.