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Pregiotek is a Belgian IT & Management consulting company based in Brussels which has been consistently bringing value to its customers with innovative digital solutions for more than 4 years now.

We specialize in web and mobile applications and have a strong focus in banking and insurance organizations.

pregiotek.com

Position: Administrative Assistant

Contract: FPI (Internship + CDD/CDI after 6 months)

Tasks

- Support the recruitment process with CV screening, job description drafting
- Provide general administrative support (incoming & outgoing mail and phone calls)
- Communicate with internal and external parties in English & French
- Maintain the CV database up to date
- Translate documents into English or French
- Transform documents and presentations with new layouts
- Coordinate corporate events (team lunch, monthly breakfast and other company gathering)
- Occasionally help with the writing of posts and the creation of other pieces of content (monthly newsletter, social media posts...)

Profile

- You are fluent in French, and have an excellent level of English (written and oral)
- You are skilled with Microsoft Office (Word, Excel, Powerpoint)
- You have great interpersonal skills and like working in a team
- You are comfortable working remotely while staying proactive
- You are well-organized, detail-oriented & flexible
- You are a self-motivated team-player with the ability to prioritize and work independently

Are you interested? Please send an email with your CV at the following address:
recruitment@pregiotek.com