

Management Assistant

We'd love you to be responsible for our office, so it's a place our team is happy working at! Next to that, as a proactive and positive personality, you are welcome to bring in new ideas for improving our internal processes, and you will support our management team with administrative and HR tasks.

Together with our management, you will form an effective administrative team at the heart of our company:

- **Central go-to person for our team** – You are a vital link in our company and pick up a coordinating role between our management, consulting team, customers, partners, and suppliers.
- **Communication** – You manage incoming and outgoing communications as well as answer, filter, and forward incoming calls.
- **Facility management** – Our office will be your playground. You make sure it's always welcoming, and all office supplies are available. You can even bring in new ideas to improve our office interior.
- **Event management** – You assist with the organization of events, team-building activities, and training sessions.
- **Accounting** – You are a central contact person for our external accounting partner and our internal accounting team in Germany. In this area, you support the accounting administration, prepare and process reports and invoices and follow up on the time registration of our consulting team.
- **Travel management** – You support our team with booking and planning their business trips all around the world.
- **Fleet management** – You coordinate orders for new company cars together with our management team, and you help make our fleet of company cars more efficient and greener.
- The above tasks are regularly carried out in coordination with the international PIKON group.

Do you also have a passion for HR topics? Great! This is where you can contribute:

- **HR Administration** – You ensure a structured HR process, answer basic HR questions from our team, and will be stimulated to further develop our HR strategy and policy together with our management team.
- **Recruiting** – Your support our marketing team with their digital initiatives to attract new employees and assist in the recruitment processes.
- **HR Events** – You coordinate the organization of HR-related events such as job days, job fairs, digital campaigns, etc.
- **Onboarding** – You are the point of contact for new colleagues, and you ensure that they are aware of everything they need to know to feel at home at PIKON.

PIKON

Job Location

Onderwijslaan 93, BE-3600, Genk

Employment Type

Full-time

Beginning of employment

Immediately

Duration of employment

Permanent

Let's talk about you

- You have a bachelor's degree, preferably in Office Management or another administrative background.
- Ideally, you already have relevant experience as an Office Assistant or Management Assistant within an international company. However, we will also consider motivated young graduates without work experience.
- Your mother tongue is Dutch, but you also have a good knowledge of English (both verbal and written). Knowledge of German is a plus.
- You have a very good command of MS Office applications (Word, Excel, PowerPoint, Outlook, etc.) and are computer literate.
- You are a born organizer with a good understanding of time management and a hands-on mentality.
- You are a strong communicator, a good listener and a writer, with the required diplomacy and discretion.
- You can handle confidential data correctly.
- You feel at home in an international environment.

What we offer you

- A full-time or part-time (4/5 is also possible) job with a permanent contract.
- A nice place in our international knowledge-intensive organization, in which personal development and continuous learning are key.
- Friendly, supportive colleagues in a great working environment. Did you know that we spend every first Friday of the month doing sports activities together with the entire team? And that we organize all kinds of team building activities regularly, among which even a city trip abroad?
- Flexibility and autonomy to maintain a healthy work-life balance.
- You mainly work from our office in Genk but also have hybrid work possibilities. You will never get stuck in traffic jam and certainly don't have to take a day off when the plumber comes by, or if you have a dentist appointment. Occasionally working from home is no problem.
- You will be motivated to get things moving and have autonomy over your own projects, thanks to our horizontal company structure with an open and informal communication style.
- You get the freedom to bring in new ideas and take responsibility for the tasks you are passionate about.
- On top of that, you will receive a competitive salary, supplemented with extra-legal benefits, such as group insurance, health insurance, a laptop, meal vouchers, year-end bonus, ... When working several years with us you even get the chance to buy company shares.

What to expect

As a Management Assistant, you will be working at the heart of a great team of committed people who love what they do and care about each other, our customers, and our work. At PIKON, we live and breathe digitalization and modern technology in an international business context. For this, we do our magic with SAP ERP business software to optimize the business processes of our worldwide operating customers. You will play a central role in a dynamic and growing organization and will be valued for your contributions. At PIKON, we focus a lot on training, personal development, individual needs, and flexibility to maintain a healthy work-life balance. Sounds like a match? Then you could become our next PIKONeer! Apply

now!

[Learn more about Life at PIKON Benelux](#)