



All-round Secretary / Multifunctional Assistant

(Part-time 20 hrs per week, Monday – Friday afternoons)

The company:

ARC Europe S. A. / N. V. is the international umbrella of the European automobile clubs (ADAC, ANWB, Touring etc). It was formed in 1991 to address the needs of the business-to-business market by offering pan-European roadside assistance, travel and personal services.

ARC Europe today is the largest supplier of roadside & medical assistance services in Europe with an outstanding network in more than 40 countries.

Currently ARC Europe has a part-time administrative vacancy reporting to the Office & HR Manager in Brussels (Evere – close to NATO). Start: as soon as possible

For more details on the company → see www.arceurope.com

The job responsibilities:

- Provision of administrative assistance to the different departments & colleagues of ARC Europe (eg travel arrangements, hotel & lunch bookings, settle travel expense reports, help with meeting / conference preparation and organisation etc)
- Provision of secretarial assistance to supervisors of ARC Europe (agenda, travel bookings, filing, handling of correspondence, dealing with mail / email, organisation of meetings, preparation of presentations etc)
- Receiving visitors at the welcome desk and dealing appropriately with enquiries
- Answering of the small volume of incoming telephone calls on the general line and of the staff lines that have been forwarded. Receiving and delivering messages. Routing of calls to the appropriate person in the organisation.
- Courier - dispatching (registered mail, express courier - incoming and outgoing / dealing with outgoing mail, distribution of faxes)
- Keeping in order / controlling meeting room bookings and preparation of welcome board

- Taking care of meeting logistics and catering for all meetings in the office (handle lunches, coffee breaks etc including housekeeping tasks like filling & emptying a dishwasher)
- Coordination / booking of hotels, lunches, taxis, restaurants etc
- Office facilities (tidiness, orders, repairs), regular contact with the cleaning staff
- Ordering / receiving / storing of office stationary, supplies, utilities etc
- Negotiation of service conditions with some office suppliers, asking for price quotations etc
- Support invoice control of mail, lunch, supplies, taxi etc invoices
- First contact for office facilities problems (photocopiers, heating / airco, alarm system)
- Keeping small amounts of Petty Cash
- Responsible for encoding and classifying documents, keeping files up-to-date and complete, managing and adding to databases (eg phone directory)
- Additional duties as required by the Office & HR Manager

The profile:

Good interpersonal contact and professional manner

Team player and pleasant colleague

Stress resistant & able to handle multiple demands simultaneously

Very good administrative & organisational skills

English: mother tongue or equivalent fluency / Dutch and French: conversational

All other language skills are an asset

Computer literate (Outlook, Internet, Word, Excel, Powerpoint)

The offer:

An interesting job with plenty of variety in an international & multicultural environment

Salary package in line with responsibilities, a set of attractive fringe benefits

Working hours: 20 hours per week – 4 hours every afternoon in a flexitime scheme.

Interested in this unique European experience?

For more information, please contact Mrs M. Nabert by email and send us your letter of motivation including the expected salary package and your CV (both in English).

Our email address: jobs@arceurope.com