



SEAUTON⁷

is looking for highly motivated

OFFICE MANAGER

SEAUTON is an expert in the organisation of national and international meetings, conferences and events and a specialist in association management. The company is based in Wijgmaal (Leuven, Belgium) from where it operates worldwide. Since its foundation in 1999 it has won several international awards.

Seauton's greatest asset is its authentic and personal approach and its team of enthusiastic MICE professionals. To support its growth, Seauton is currently looking for an Office Manager (50%) to join the team. Do you have what it takes? Let's talk!

Your job at Seauton

As an **Office Manager** you are responsible for the organisation and co-ordination of office operations, procedures and resources to facilitate the day-to-day organisational effectiveness and efficiency. The job is multi-faceted and your primary role is to make it possible for the whole Seauton team to function surely and adequately.

Your job will include:

- You will take on a **wide variety of administrative and organisational tasks** to **chaperon our company** through the - often very hectic and very alive - days.
- You are the **first point of contact within Seauton**, you will **answer all incoming calls**, you will **receive visitors**, you will help out colleagues with their office questions, ...
- You will **maintain and negotiate good relations with suppliers** and you will pursue an adequate procurement for the domains within your responsibility.
- You will **monitor and maintain** the **office supplies** inventory.
- You **assist your colleagues** within several domains, that can be helping in the accountancy team, giving a hand to the Project Managers, supporting the HR Manager, Wherever the need is high.
- You will **maintain a safe, pleasant and secure working environment**.

Your profile

- You hold a **bachelor's degree**.
- You have **2 or 3 years of experience**.
- You are **well-structured** and have an **eye for detail**.
- You are **open** and **communicative**.
- You are able to **work autonomously** (i.e. you are highly self motivated and you are **able to work without daily supervision**) and **in a team** environment.
- You are able to express yourself **fluently in Dutch, French and English**.
- You are able to **multi-task**, you have the **ability to prioritize** and you are able to accommodate new tasks from different departments.
- You are **proactive**, you have a **can-do attitude**, and you are comfortable working in a fast-paced environment.

What we can offer you

- A **half-time position** (for the time being, Seauton is a growing company.) in a healthy, growing, dynamic and flexible work environment (15 min. from Brussels).
- The opportunity to be **part of a strong and competent team** of motivated professionals.
- The opportunity to **develop yourself** in a diverse and challenging job.
- A **competitive salary** and **fringe benefits**.

Have you got what it takes? Let's talk!

Please send your motivation letter and CV to: an.goethals@seauton-international.com - Your application will be treated as strictly confidential.