

Administrative Assistant

Caeleste is a fast growing high-tech company, specialized in the development and production of custom-made CMOS image sensors. Our international customers are leading players in medical imaging, industrial vision, scientific and space applications.

To support our continuing expansion we are looking for a creative and all-round employee, to take on the role of Administrative Assistant.

Job description

You will work in close collaboration with our engineers, administrative staff and the management team.

Your tasks consist of a dynamic & flexible mix of:

- Office hospitality (phone, visitors, meeting room organization)
- Daily receiving, incl. incoming & outgoing mail
- Travel arrangements (employees, interns, candidates)
- Support for human resources on new employee onboarding, interview planning
- Support for operational projects on material & product shipments
- Support for projects (project purchase orders & general office supply)
- Support for business development & sales team on practical organization of trade fair, conferences, client visits, internal & external meetings & summarizing minutes
- Support for management team on managing agenda's & meetings incl. summarizing minutes
- Manage our website and social media accounts
- Organize internal & customer facing company events

Minimal requirements

- Bachelor in office management, communication & business administration or equivalent by experience.
- Creative, able to work out and defend ideas independently, committed team-player.
- Excellent knowledge of English, Dutch and French (written/oral communication).
Notion of German, Chinese or any other business relevant language is an advantage.
- In-depth knowledge of Office tools such as MS Word, MS Excel and MS PowerPoint.
- Basic knowledge of social media content management and web tools.
- Knowledge of graphic design is a plus.
- Interested in the world of semiconductors and the camera industry.

We offer

- A fascinating & multi-cultural context where your proactivity & creativity makes the difference
- An ethical high-tech firm with positive contributions to society, adhering to transparent & direct communication
- A competitive compensation & benefits package
- A flexible & pragmatic environment with attention to teamwork, work-life balance & having fun
- A continuous focus on learning at Caeleste University & external opportunities
- The Caeleste offices are located at 200m from Mechelen's main railway station.

For all your questions, please contact Ewa Burzynska or jobs@caeleste.be