



VAN BAEL & BELLIS

Management Assistant

We are looking for a Management Assistant to join our Brussels team.

» Profile

- You ideally have a few years of experience as a management assistant in an international (law) environment.
- You have strong communication skills in English and French or Dutch
- You are mature and comfortable in a fast-paced environment
- You have excellent proficiency in MS Office
- You are highly organised, accurate and able to set priorities
- You have a problem-solving attitude that allows you to meet deadlines
- You enjoy teamwork but can also perform independently
- You handle sensitive information with discretion
- You have a flexible, open-minded approach in the workplace
- You are disciplined and can handle a wide variety of tasks simultaneously

RESPONSIBILITIES

- Provide daily general administrative support to a key partner while also stepping in to help the team.
- Proactively coordinate and manage calendars, schedule internal/external meetings, seminars and conferences
- Manage incoming and outgoing mail with discretion
- Organise and follow up on travel arrangements, hotels and miscellaneous bookings
- Draft and prepare outgoing correspondence, presentations and other documents using templates
- Manage the billing process
- Handle occasionally the reception of the firm

OFFER

- A competitive salary
- A coordination-oriented role with a central function in many responsibilities
- Extra-legal benefits such as meal vouchers, eco vouchers, etc.
- Hybrid work option available
- A great place to work, and play a meaningful role within a friendly, integrated team in an international English-speaking work environment