



## Internship – Office Assistant

### Mature Markets Retail Division

Do you type faster than your shadow, while at the same time answering the phone in a composed manner and handing over travel documents to the General Manager as he runs out the door to catch a flight? Then perhaps you are the Superhero we need!

#### Main responsibilities & key tasks

- **Provide sophisticated calendar management** : manage the team's extremely active calendar by planning and scheduling meetings, interviews, (tele/video)conferences. Prioritize inquiries and requests while troubleshooting conflicts with little guidance; make judgments and recommendations to ensure smooth day-to-day engagements.
- **Coordinate complex, detailed and cross-divisional travel** for the GM and his direct reports, including flights, hotels, taxis, visa applications, etc.
- **Coordinate events** such as team buildings and on- and offsite meetings and luncheons, including registration and attendee tracking, presentation and materials support, pre- and post-event evaluations, monitoring of event timelines and ensure deadlines are met, research venue, suppliers and contractors, visit venue to plan layout of seating and decorations, select chefs or catering companies to prepare food for event, etc.
- **Accurately process expenses** by managing credit cards and receipts and submit in a timely fashion.
- **PowerPoint Presentation** development and refining, considering not only the content of the presentation, but also the way in which it is presented, accentuating the talking points so the audience's attention is kept.
- Manage **SharePoint sites**
- **Translations.**
- Ad hoc assignments and project-based work.

#### Job Requirements

- **Respect confidentiality**  
You have all sorts of personal information and access. Integrity and a sense of discretion is critical.
- **Creative Problem Solving**  
You are a polymath – you know about so many different aspects of your work environment and are seen as a go-to for problem-solving.
- **Meticulous Organization**  
It might seem like a no-brainer, but it's super important. When you're working on a ton of different projects, you don't have time to waste duplicating work due to a lack of organization.
- **Adaptability**

The Ontex logo is displayed in the top left corner of the image. It features the word "Ontex" in a blue, sans-serif font, with a blue swoosh underneath the letters "o" and "n".A photograph of two young women with long dark hair, smiling and looking towards the right. They are standing in what appears to be a modern office or retail environment with large windows in the background. The woman on the left is wearing a light yellow cardigan, and the woman on the right is wearing a light blue button-down shirt. A decorative green and white wave graphic is positioned at the bottom of the image, partially overlapping the photograph.

Ontex

Your responsibilities are wide and varied. Often, this means being able to stop on a dime and pivot towards a completely unrelated project. Things change quickly, and you can react and adapt with ease.

- **Grit**

We're all familiar with Murphy's Law – anything that can go wrong will go wrong. At some point, things will go sideways. Servers crash, phone systems go down, vendors flake, flights get cancelled. You however do not crumble under pressure. You persevere, rise to the occasion, and get the job done.

- **Foresight and Anticipation**

You don't need to be told what to do. You anticipate the solution before the problem even becomes a problem.

- **Effective Communication**

You are savvy on the phone, write good emails, and project confidence when speaking to employees at all levels face-to-face. No matter what the medium, your communication is direct and succinct.

- **Attention to Detail**

Send your resume to: [Heidi.paridaens@ontexglobal.com](mailto:Heidi.paridaens@ontexglobal.com)

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