



Junior Management Assistant

Job description

Join Deloitte and enter of world of opportunities where you are more than just a number and can build a career that makes you proud to belong to the leading professional services firm in Belgium.

Your team

As a member of your team, you will play a **key role** in the daily organisation and business support of our partners and managers. You are the first **point of contact** for our clients, our colleagues and our suppliers. It is therefore key that you like to communicate in different languages in a respectful manner and know how to prioritise.

Your role

As a Junior Management Assistant, you will:

- Manage the following tasks:

Calendar/Agenda management for different levels: scheduling calls and meetings, booking meeting rooms, restaurant, solving agenda conflicts, ...

Organising client and team **events**: all practical arrangements such as the location, catering, parking, badges, welcoming the participants,...

Travel arrangements: booking flights, trains, hotels, cars

- Provide an impeccable administrative follow-up:

Administration support: handling incoming and outgoing e-mails, filing and scanning documents

Call management: handling incoming internal and external calls

Proposal management: checking layout and spelling, preparing the admin part (certificates, envelopes, etc) and making sure the proposal is delivered on time

Junior related positions:

- Administrative Assistant
- Personal Assistant
- Team Assistant

Your future

After a first experience the Assistant are involved in different projects eg. involvement in recruitment, training of new colleagues, event organisation,...

Contact

Please send your resume and motivation in Dutch or French to Julie Decrock (judecrock@deloitte.com).