



Junior Office Manager - Front Desk Officer (NL/FR/ENG)

Brussels, Belgium

DESCRIPTION

We are in the business of boosting productivity, innovation and happiness at work. We do so by offering inspiring and dynamic workspaces where our members can thrive in.

But enough about us. Let's talk about you.

Are you all about establishing a culture of happiness and satisfaction? Have we got a job for you! You'll be our Community Manager, our Senior Director of putting-a-smile-on-our-everyone's-face, our Vice President of Problem-Solving.

What does that entail exactly?

DRIVER OF THE COMMUNITY

- You're the go-to conversation-maker of all our clients and guests. Whether our clients feel like talking about the latest episode of 'La Casa de Papel' or about issues they've encountered in their office: you're the point of contact.
- When confronted with those issues you keep calm and go in 'solution-first'-mode.
- Hospitality is your middle name, you're Grandma-like when it comes to making everyone feel welcome. You get a buzz out of establishing a culture wherein everyone can thrive and feels at home.
- Cleanliness is...erm your second middle name. You keep your venue OCD-neat and ready to use at any time. Nothing escapes your attention when it comes to keeping the welcome area, offices, common areas, and meeting rooms in an immaculate condition.
- You're the extension and the face of our client's business: you're responsible for guest reception, mail management (postal and packages), call handling, administrative support, lunch ordering, daily floor checks, kitchen, drinks & snacks machine, copy point and meeting rooms.
- You're proud to build and maintain client relationships, by dealing with all client inquiries immediately. With you around our community members can focus on their business while you manage their daily office operations.

MANAGER OF MEETING ROOMS AND GENERAL TASKS

- Manage bookings and set-up of rooms.
- Manage catering requests, refreshments, coffee break and equipment.
- Ensure a professional welcome and accompany the visitors.
- You are responsible for the day to day operation of the health and safety policies at the business center.
- Prepare client move in and move out procedures.
- Ensure general filing, update of procedures and invoicing preparation.

REQUIREMENTS

- A first experience in general reception services or the hotel industry is a plus, but is not mandatory.
- Flawless presentation and first-class hospitality skills. Developing outstanding client relationships comes natural to you because of your interpersonal skills.
- Excellent problem-solving skills and a flexible attitude in high pressure situations.
- Trilingual (written and oral): ability to communicate fluently in Dutch, French and English
- Good knowledge of Word, Excel, Powerpoint, and Outlook.

BENEFITS

- An above market rate salary with excellent secondary conditions.
- An interesting position in a dynamic environment.
- Plenty of opportunities to diversify your skills in a fast-growing company.
- Significant empowerment and independence in the way you perform your tasks.
- Action-packed 8 hour-working days, somewhere between 8am and 6pm.