



InSites Consulting



We are a **crazy blend** of academic visionaries, passionate marketers and research innovators who are determined to **take research forward** every day and bringing a sense of 'coolness' to it. We help our clients to let go and delegate real power to consumers, the ultimate key to making better marketing decisions and driving business growth. Today, **more than 220 enthusiasts working in eight offices** get their energy from helping world leading brands to excel in marketing and to develop deeper connections with consumers on a global scale. Our **recipe for success**: a never-ceasing enthusiasm, a lot of hard work, a culture of sharing, and permanent innovation in research methods and marketing thought leadership. And last but not least: positively surprising our clients every day.

Office Manager

Your team

As Office Manager you are at the **heart of our organization** and **contribute to the happiness** of both the InSites' team, visitors and clients. You team up with your colleague Office Manager and together you make sure the day-to-day operations run smoothly. Next to the daily office responsibilities, you support our Finance, HR, Operations and Marketing team.

You are based in the **Ghent office** (HQ), and also provide remote support to the local teams in Rotterdam, London, Timisoara, New York, Düsseldorf, Sydney and Johannesburg.

Your responsibilities

Daily Office Management

- ❖ Make visitors feel welcome and answer incoming calls
- ❖ Handle daily mail traffic including international shipments
- ❖ Manage travel arrangements and hotel reservations
- ❖ Logistics for internal meetings or events
- ❖ Stock management of office supplies and drinks
- ❖ Coordination of the cleaning team

Supporting the corporate teams

- ❖ Finance: creating PO numbers, approve orders
- ❖ Employee Happiness: handling of mobile fleet, welcome of new colleagues, organize winter/summer tire changes
- ❖ Facility: handle building repair requests, contact necessary parties, follow-up on works to be done
- ❖ Client Happiness: practical support in organizing client events



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Your profile

Your expertise

- ❖ Bachelor's degree (e.g. Office Management, Management Assistant)
- ❖ Preferably a first experience in administrative support or office management (or a relevant traineeship)
- ❖ Experience in an international context is a plus
- ❖ Strong MS office skills
- ❖ Fluent in Dutch and English (spoken & written), basic knowledge of French

Your competences

- ❖ Eager to provide a top-notch service, both to internal and external clients, with a smile 😊
- ❖ Able to multitask & prioritize
- ❖ Good administrative skills, having an eye for detail
- ❖ Able to work independently, taking initiative
- ❖ Stress resistant
- ❖ Team player
- ❖ Communicative, spontaneous & last but not least fun to work with!

Our offer

Joining InSites Consulting is joining a highly **passionate and dedicated team** where **innovation and forward thinking** are stimulated. You will be working in an informal, fast paced and global culture where chances for personal development and learning opportunities are ample. We strive to be an open and transparent company in which everyone is invited to participate. It's a fact, we aim high! So, from time to time we have to let off some steam. **Fun** is definitely part of our culture. On top of this we offer a competitive compensation package including excellent benefits.

Let's talk! We look forward to hearing from you.



Submit your candidature via our career site: <http://jobs.insites-consulting.com/>
Or contact your future colleague Sophie Destray: sophie.destray@insites-consulting.com
Or find out more about InSites Consulting: www.insites-consulting.com