

SJABLOON – Werken via KdG –

Gelieve dit ingevulde sjabloon te mailen naar: werken-via-kdg@kdg.be

Sollicitaties dienen verstuurd te worden naar de contactgegevens uit de vacature.

Functietitel: Management Assistant

Bedrijfsnaam: Cyclops Company

Uiterste sollicitatiedatum: 30/09/2019

Categorie:

Juiste categorie aankruisen*

Administratie en secretariaat	
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Financiële en juridische sector	
Gezondheidszorg	
HR management	
ICT en multimedia	
Transport, logistiek en distributie	
Onderwijs	
Sales, marketing en communicatie	x
Sociale en culturele sector	
Techniek, chemie en productie	
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Cyclops is a young and dynamic company specialized in services of project management for industrial investment projects. To industrial clients we are a flexible and independent partner that offers services from idea to start up. As a company we stand for a nonstop focus on result-driven project management within time and budget and at all time we aim for the best solution of our customer's projects. Among the services we provide are Strategic consultancy, Feasibility study, Project preparation and execution, SU & Operational management, Turnaround coordination and Project Auditing.

Cyclops can show more than 30 years of experience in industrial project management for companies such as Cargill, Cosucra, Kellogg, Ineos, GSK, PB Gelatins, Qualiphar, Mr Mallo, Fromunion, Lanxess, Yun, UCB, Tiense Suikerraffinaderij; ArcelorMittal...

At the moment we are looking for a **Management Assistant** for our offices in **Mechelen**.

Job description:

As a Management Assistant you will provide business/sales, financial and administrative support to the management team;

- You will provide sales support to the business development manager:
 - ✓ Monitor and follow incoming leads via phone, email and other communication channels
 - ✓ Progress potential opportunities through the sales cycle and properly document in our CRM
 - ✓ Identifying and contacting potential customers and organization of sales meetings
- You will assist the Finance Department by treating purchase invoicing and preparing sales invoicing;
- You are the central point of contact for our colleagues and responsible for the incoming mail;
- You will take care of the logistics & purchasing (office supplies & materials) in our offices and for the project;
- You will provide back-up services towards the other internal departments (HR & Finance).

Profile description:

- You have a Bachelor's degree in Administration – Marketing or equivalent;
- As a Management Assistant, you have a proactive "make-it-happen" mentality;
- You have strong organizational skills, are accurate and can communicate easily;
- Proven experience successfully communicating to customers via phone;
- "Go-getter", likes getting on the phone and connecting with people;
- Your software skills include Office Suite and preferably also a CRM-tool;
- You are fluent in Dutch, English and have an intermediate level of French.

Offer:

- Cyclops is a young, dynamic and fast growing company which offers you a challenging job with room for initiative and responsibility;
- We offer a competitive salary package, including benefits and training;
- As we grow as a company, we enable you to grow in your profession.
- If you want to work in team of lovely colleagues and combine fun & challenges, Cyclops is the place to be!

Interested? Send your CV and motivation letter to HR@cyclopscompany.com