



Administrative Assistant

Afore Consulting is moving to new offices in January 2022 and as part of this expansion, we are also growing our team. We have a vacancy for an Administrative Assistant to join our dynamic European public affairs team in the European quarter in Brussels.

Afore Consulting is a European public affairs consultancy providing services to the financial services and technology sectors.

Your main responsibilities will be

- Welcoming visitors and clients to our new office
- Registering consultants for events
- Keeping contacts up to date and database management
- Monitoring and ordering office supplies
- Assisting consultants with projects/workshops/events

What will help you succeed in this role?

- Previous experience in a similar role
- Excellent organisational skills, with an ability to prioritise important projects
- Strong phone, email, and in-person communication skills
- Excellent organisational and time-management skills
- Attention to detail and problem-solving skills
- Comfortable using Microsoft Office
- High level of English, written and spoken with either French or Dutch

You will be an integral part of our team working closely with our Executive Assistants, our consultants and our senior team.

What we offer

The salary is competitive and will reflect experience. This is a full time role with a permanent Belgian contract. We also offer cheque-repas and hospital insurance.

If you would like to be part of this, we want to hear from you.

Please send a short motivation letter and CV to info@aforeconsulting.eu. Only short-listed candidates will be contacted and invited to interview. We thank you for your understanding on this.

Closing date for applications is 20 November 2021.