



Take up the challenge! We are looking for a TQM Administrative Assistant



As Administrative Assistant you will organise, plan and carry out administrative tasks relating to the quality-environment system and the department's activities, providing effective support to the five members of the team. You are looking for a multi-skilled, administrative role in which you can demonstrate your analytical skills? Then, this job is for you!

AISIN EUROPE is part of the Japanese AISIN Corporation, a leading supplier of automotive technology products employing more than 100,000 people worldwide.

Our Values

- Growth & happiness for our employees and colleagues
- Inspiration & trust for our customers
- A sustainable environment for the future

Aisin Group Way

- Be proactive, make changes (take on challenges, move fast, be enthusiastic)
- Make people grow, make them dream
- Move forward, build the future (optimize actions and have the courage to change, keep up with the latest developments, make sure our actions help the local community and the environment)
- Safety, health and quality supremacy as a foundation

Why should you apply to AISIN Europe?

- Passion for automotive, advanced technologies and Innovation
- Open, multicultural and international environment with convenient access to Braine - L'Alleud (south of Brussels)
- Skills development and continuous training
- Good working atmosphere

Your mission

At our Braine-l'Alleud site, you will join the Total Quality Management team, which is mainly responsible for ensuring certification to standards (IAT16949, ISO14001, TISAX, CCC, etc.), maintaining the Quality-Environment-Information Security Management System, carrying out continuous improvement projects and promoting quality in order to ensure that certifications are maintained and customers are satisfied.

What will you work on?

Your role is to:

- Draft, format, encode and archive documents relating to TQM activities and, more generally, to the documentation system;
- Carry out administrative tasks relating to activities (indicators, RINGI, PR, GRN, monitoring and ordering standards, etc.);
- Organise business trips for team members;
- Coordinate the SIMP ideas box system (draw, selection, communication of rewards, promotion, etc.);
- Maintain and contribute to the development of the quality system databases and reminders to users;
- Ensure that new employees are made aware of the quality/environment/information security system ("induction"), by developing or improving e-learning modules, among other things;
- Maintain and develop the TQM SharePoint site;
- Organise, support and report on meetings;
- Organise small events related to the team's activities (external audits, conventions, celebrations, etc.);
- Contribute to the improvement of the quality/environment/information security system and to the preparation of audits by collecting and analysing relevant data, contacting key people and training staff in the tools of this system.

MUST HAVE

- You have a bachelor's degree in executive secretarial work
- You are fluent in French and have a good command of written and spoken English.
- You have an excellent knowledge of MS Office (Word, Excel, Power Point, Visio).
- You will be rigorous, methodical and precise, with good analytical and communication skills.
- You are able to organise your work independently and have a good sense of priorities.
- You have good coordination skills. You will have experience of organising the logistics of small events.
- You are able to work alone or as part of a team.
- You would be able to give information sessions/short courses to a group of people. You are comfortable speaking in public.
- You are willing to travel occasionally to our other site in Belgium (Baudour) (maximum 1 visit per month).

NICE TO HAVE

- Experience in an administrative role, ideally in a quality department
- You have an interest in and experience of creating or improving IT tools (e.g. SharePoint, quality or document management software, etc.).

We offer

- A diversified function combining technical, relational and organizational aspects, with remarkable products & business perspectives in continuous evolution
- Flexible working hours and a permanent contract;
- a friendly team atmosphere based on mutual respect, trust and support;
- the opportunity to join a company in a cutting-edge, fast-growing international sector;
- an attractive salary package, including fringe benefits;
- Flexible schedule with 2 days of homeworking
- Extralegal and company holidays
- Sports & family events for our employees and their family

How do you apply?

- Answer to this job ad by sending a CV & cover letter
- If your profile matches to our need, we will contact you for a first HR interview. If there is a mutual interest, you'll meet the business manager in a face-to-face meeting. And last but not least step in our recruitment process is to take an Assessment Center to measure your softskills.



Your recruiter, Saskia van der Lee (saskia.vanderlee@aisin-europe.com)

Follow our activities on our LinkedIn, Instagram & Facebook pages!