

Job description: Office and people assistant

Info about Classified

Your function

As Office and People Assistant you are responsible for supporting efficient administration, ensuring a welcoming working environment and maintaining a great people culture.

- Provide all-round administrative and secretarial support to the team
- Implement office policies by establishing standards and procedures and stay up to date about necessary optimizations
- Maintain a clean, efficient and safe office environment that maximizes work productivity
- Manage visitor and telephone reception
- Manage planning and travel
- Support and organize team events
- Manage smooth team onboarding and offboarding
- Support and maintain the recruitment process
- Schedule job interviews
- Keep digital and electronic records of the team up to date
- Oversee the completion of compensation and benefit documentation
- Support finance and track business expenses

Personal characteristics:

- You have a naturally positive and effervescent attitude
- You see opportunities and think out of the box
- You constantly connect the dots for people and teams
- You remain cool and collected in front of pressure
- You want to be part of a team that will bring a new product to the market
- You have a problem-solving approach and you enjoy a scale up mentality
- You are positive, thorough, accurate, result-oriented and have an eye for detail
- You are organised and well documented
- You are culturally aware and enjoy a diverse and international environment
- Being a cyclist is definitely a pro, but not a must!

What do we offer?

- Part of a young, dynamic, company in a flexible environment
- Being able to work on a product that will revolutionize the sports bicycle industry
- A flat organization with a start-up culture and essential communication lines
- Competitive working conditions and compensation

We are looking for a permanent team member: we invest in our collaborators and wish to establish a long-term relationship.

Are you interested?

Send your application, together with your CV to jan.coomans@classified-cycling.cc
Location: Turnhout, Belgium