



Strada Partners – Executive Assistant - Office Manager

We are looking for an Executive Assistant - Office Manager

As our 11-person team is expanding, we are looking for a passionate organisational genius to ensure the smooth and efficient operations of our Antwerp office as well as driving growth by being the central Strada hub.

What's in it for you?

- Working 1-on-1 with Management for calendar management and planning;
- Overseeing and managing the daily office operations;
- Organising inhouse and external events;
- Coordinating team calendars, scheduling meetings;
- Managing communication channels, both internal and external;
- Handling administrative tasks (document management, filing, data entry, ...);
- Collaborating with team members to improve office processes and implement efficiency measures;
- Working in a small and entrepreneurial team that is poised for growth;
- Fun working environment in center of Antwerp, but investing across Europe.

What are we looking for?

- You have the gift to see work and to coordinate tasks effortlessly;
- You have excellent verbal and written communication skills;
- You are a master in problem-solving;
- You have excellent organisational and multitasking skills;
- You are hands-on and can work independently;
- Discretion and integrity come naturally to you;
- You are down-to-earth, initiative-driven and curious;
- You have solid Microsoft Office skills;
- You are fluent in Dutch, English and French;
- You have a Bachelor's degree in business administration, office management, or a related field (or equivalent experience).

<https://strada-partners.com/>

