









Are you our office manager?

-  Full-time - Also possible ½ Part-time
-  1-20 employees
-  Actively recruiting
-  Energy sector
-  Centre of Brussels - very close by Central station
-  Send your motivation letter and application to cecile.champel@veolia.com

We are looking for an Office Manager, who is driven to make our office feel and look like coming home. Going the extra mile for your colleagues isn't a question but fun to do and gives a lot of satisfaction. Next to that you are unfazed by a challenging mix of hands-on jobs and administrative tasks, such as finance, marketing and HR matters. You are thriving by structuring as much as possible to have a fluent organisation and time left to organise an event to celebrate our team successes. If this description matches you, you might very well be the person we are looking for to help run our office organization and administration.

You will assist Flexcity team and focus on:

- You take on the Human Resources coordination of the team. This means that you ensure all personnel related matters (coordination of recruitment, onboarding, employment contracting, payroll processing with local service providers, social legislation, insurances, fleet, office behaviors, evaluations, offboarding ...). Sure enough you are supported by experts and external partners at all time.
- General administration, including correspondence, office supplies, expense reports, travel, partially with the help of outside travel counsellors
- Managing our operational flow to ensure meetings are efficient and well prepared
- You take care of any practical issues our office premises
- You work closely with the Finance team and take care of purchase orders, follow up of approval of invoices, payments, obtain documents for creation of suppliers. You ensure that all invoices (in and out) find their proper way in our organization. You work together with the CFO in order to ensure a smooth financial process. You have a basic understanding of Accountancy and bookkeeping processes
- You follow up on our marketing activities and you are our LinkedIn specialist, ensuring that Flexcity remains in the spotlight

- You are the glue that keeps the company together. You enjoy coming to work and spending time with your colleagues. You show a general interest in anchoring yourself within the national and international team
- You like to support everything that requires organization: from company events to meetings with partners. You are happy when things are well organized
- You work closely with all other teams and offer administrative and operational support

Profile:

- You are fluent in English, good level of Dutch and French
- You have minimal 2 years of experience in office management
- You have a bachelor's degree (or equivalent) in administrative management and/or HR;
- You are tech savvy, and not afraid to launch the latest tools in a remote team.
- You can work independently
- You have attention to detail.
- You are client and solution oriented
- You take ownership of tasks and responsibilities, making sure no stone is left unturned before the job is done.
- You are very communicative, open, working as a problem-solver no matter the topic.
- You have experience with Google Suite
- You are open to learning something new every day (both internal as external).
- You keep an overview of everything, even when things get hectic.
- You like to participate in working in a high tech environment
- You are rock solid in administration with an eye for detail
- You know how to take care of business since you take proactive steps to complete your tasks.

We offer:

- A competitive salary with a package of extra-legal benefits, meal vouchers, smart phone and laptop, phone subscription...
- Hospital and group insurance.
- A cool office in Brussels next to the central station.
- Frequent team events that you will help organize!
- Flexible working hours
- We offer you a dynamic working environment
- One year contract with the possibility for indefinite contract.
- Work with a great team of passionate people in a startup environment

About Flexcity

Flexcity is a market leader and demand response aggregator in Belgium. Flexcity's core business is to support the balance of the electricity grid by operating its large portfolio of

flexible, fully automated assets. Flexcity's portfolio consists of a wide range of technologies, such as batteries, decentralised generation and large industrial processes. Flexcity also integrates renewable energy sources into its portfolio, opening up new revenue streams for emerging technologies.

Flexcity supports many industrial companies in reducing their total electricity procurement costs. Flexcity is a frontrunner in energy innovation. As a member of the team, you will contribute to a sustainable low-carbon energy sector. You will also come into contact with numerous innovative and state-of-the-art technologies, such as IoT, machine learning and blockchain.