



WOOD.BE

WOOD.BE is looking for an Administrative Officer (m/f/x)

Do you want to contribute to an innovative and sustainable future for the wood and furniture industry? Then you are the new colleague we are looking for!

WOOD.BE is the knowledge centre for the Belgian woodworking and furniture industry. We support the companies in this industry in their efforts to realise an innovative and sustainable future. In order to achieve this goal we develop activities in the field of technological research, innovation, certification, testing, standardisation, safety, etc.

We are based in the centre of Belgium (Anderlecht/Brussels). We are easily accessible, both by public transport and by car.

In order to sustain the growth of WOOD.BE, we are currently looking for an administrative officer.

Job description

- you are the first contact for visitors and you ensure them a warm welcome in our office;
- you are the first contact for members, customers and other stakeholders that contact us via phone and e-mail;
- you are responsible for a smooth follow-up of incoming and outgoing e-mails;
- you support the administrative and financial activities of WOOD.BE in collaboration with the rest of the team: invoicing, monitoring and reporting activities, placing orders, registration of customer requests, ...
- you are responsible for general supplies such as office equipment, food and beverages, reservation of meeting rooms;
- you support our project managers in the administration and reporting of European, national or regional projects that WOOD.BE is engaged in as consortium partner;
- you provide administrative support to the General Manager and the management team;
- you are reporting to the General Manager of WOOD.BE.

Your profile

- proven experience in administration and management support;
- experience in project administration is an asset;
- sufficient proficiency in French and Dutch;
- you are well organized and efficient in time management, prioritisation and planning. You are



precise, punctual, independent and reliable;

- you have a customer oriented and solution oriented attitude and a proactive working culture;
- affinity with data management systems is an asset;
- you are at ease with the most common desktop & web applications, such as MS Office, online meeting tools, databases, etc.

What we are offering you

We are offering you:

- a full-time or part-time job as an administrative officer that offers a tailor-made balance between work and private life;
- a job with room for autonomy and initiative within a flexible organization (flexible working hours, hybrid working, etc.);
- frequent and varied contacts with the woodworking sector, the research world, European, national and regional institutions;
- a competitive salary that is relative to your competences and experience;
- extra benefits such as meal vouchers, group insurance, hospitalization insurance, etc.;
- tools such as a laptop computer and smartphone;
- the opportunity to further develop your competences within a knowledge-intensive and multidisciplinary organization;
- the opportunity to be part the of the WOOD.BE team of 33 colleagues within an organization with an open corporate culture.

Interested in this job opportunity?

Are you the Administrative Officer we are looking for?

Please send your application and your résumé to Chris De Roock, preferably by mail

chris@wood.be.
