



Job Title: Administrative Assistant

Location: Ostend, Belgium

Allsee has rapidly developed into a market-leading manufacturer of digital advertising displays with an impressive Blue Chip customer portfolio. Our success is due to a professional approach, dedication to customer service and a willingness to go the extra mile to achieve results. Allsee has now become an authority in Digital Signage.

To support our European activities, we are looking for an enthusiastic and energetic Administrative Assistant. Your sense of responsibility and eye for detail and structure are a real asset but also essential in our rapidly growing company.

Main Responsibilities

- Order processing and control.
- Invoicing and monitoring software licences.
- Maintaining contact with carriers and keeping account managers informed about the transport of our displays.
- Keeping the information of our internal CRM tools up to date. This includes adjusting prices, implementing product updates and managing working documents. You always inform your colleagues about this.
- Occasionally answering customers' first-line telephone calls.
- Assisting management with daily administration.
- Point of contact for our British colleagues from our head office in Birmingham.

Key Competencies

- Compile administrative files.
- Checking data, updating data, returns or reminders.
- Taking telephone calls.
- Transferring calls to requested interlocutors.
- Entering letters, tables, etc. according to instructions.
- Welcoming people and identifying their requests.
- Monitoring stock, identifying shortages.
- Placing orders.
- Planning and organising.
- Punctual.
- Team player.
- Solution oriented.
- Eye for details and the drive to optimise processes where necessary.

What can you expect from Allsee?

Allsee is in full expansion, just like the digital signage market. You will join a team of driven people who are always ready to help each other. In our flat organisational structure, initiative is encouraged and appreciated. Your work schedule is drawn up in consultation with an eye for the right work-life balance. Working from home and/or working 4/5 hours is possible. In a full-time position, you have 32 days of leave and there is also a flexible leave scheme.

To apply for this role please send your CV and cover letter to hr@allsee-tech.com