

Essentiel Antwerp – Trilingual Receptionist

Introduction

Essentiel Antwerp is a global contemporary brand from Antwerp, synonymous with positive energy.

Dedicated to fierce, fabulous and fun-loving individuals, the label brings mood-boosting fashion that lifts the spirits.

We are representative in more than 40 countries, with approximately 40 retail stores. Each store embodies our distinctive brand identity and is strategically located in prime locations. With a presence in over 750 doors and selected department stores, we have built a qualitative global wholesale distribution.

Essentiel Antwerp stands for more than fashion, it stands for a state of being. Authenticity is at the heart of the company. With a continuous desire for growth, the brand is always on the lookout for the next move.

For our Antwerp HQ office, we have a part time vacancy (3 days per week; mon-tue-thu) for an enthusiastic trilingual (Dutch/English/French) receptionist.

Main tasks

- You are the first point of contact at the Essentiel Antwerp head office.
- You greet visitors at the head office, determine the nature and purpose of their visit and refer them to the right person or destination.
- You answer all incoming requests by phone or e-mail, screening and referring if necessary, and take messages.
- You receive deliveries and refer them to the correct addressee.
- You assist the management team with all kinds of administrative tasks.
- You liaise with the travel agency to follow up on planned trips.
- You perform accounting tasks such as creating invoices and credit notes, and support the finance team with administrative tasks.
- You take care of the dispatch and distribution of outgoing and incoming parcels.
- You maintain an overview of uniform budgets for shop staff .
- You manage orders for office equipment, coffee and other supplies.

Who are you

- You have a Bachelor's degree in office management or equivalent through experience.
- You have 2 to 3 years' experience in an administrative support function.
- You are perfectly trilingual in Dutch, French and English, both orally and in writing.

- You are customer-friendly, service-oriented and service-minded. You ensure excellent representation of our organisation.
- You respond quickly and adequately to questions and you are creative in solving problems.
- You are stress-resistant and organisationally very strong.
- You are discrete and consider the confidentiality of information.
- You work fluently with Outlook, Word and Excel.

What we offer

- You will be part of a rapidly growing fashion company with ambitious plans.
- You will work in a dynamic work environment.
- You will receive a salary package according to your skills and experience;
- You will be offered a permanent part time position.
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<https://www.essentiel-antwerp.com//careers>