

Essentiel Antwerp – Administrative Support

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 fulltime vacancy for an enthusiastic trilingual (Dutch/English/French) Administrative Support within our Supply Chain & Production team.

Your Role

As Administrative Support within our Supply Chain & Production team, you play a key role in ensuring smooth operational and administrative flows. You collaborate with various internal departments and external stakeholders, providing accurate and timely support.

Your Responsibilities

- Provide daily administrative support to the Supply Chain & Production teams.
- Manage data and documentation accurately (including Excel & internal systems).
- Maintain communication with suppliers, logistics partners, and internal colleagues.
- Follow up proactively on action points, delays, or issues.
- Prepare structured overviews, reports, and follow-up lists to support ongoing projects.

Who are you

- Strong administrative skills.
- Excellent command of Excel.
- Fluent in **English, French, and Dutch**.
- Communicative and comfortable connecting with diverse stakeholders.
- Hands-on, proactive, and stress-resistant.
- Logical, analytical, and structured in your way of working.

- Mature, reliable, and professional in conduct.

What We Offer

- A full-time position at our Antwerp HQ.
- A dynamic, fashion-forward workplace with enthusiastic colleagues.
- Space to take initiative, develop yourself, and make an impact.
- The chance to contribute to a Belgian fashion brand with international reach.

<https://essentiel-antwerp.com/>