

ICTS Group - Administrative officer

Job description

We are looking for an administrative support officer for who will be responsible for the administration of repairs and maintenance done by our field services and workshops, and external workshops as well. You are skilled to work with a personal computer (touch typing, basic PC skills), you are able to work accurately and you are having a critical mindset.

A good knowledge of Dutch and English is a must. You have a neat appearance and showing enthusiasm whilst you have no problem to perform administrative work most of your working time.

Having work experience is not a must, we encourage young graduates to apply as well. Preferably you achieved a Bachelor degree. An expansion of your responsibilities is possible, depending on your personal development in the company.

Offer and benefits

- Attractive gross salary according to your level of education and experience
- Meal vouchers
- Hospitalization insurance
- Eco vouchers (yearly) and extra incentives such as end-of year present, Christmas dinner, summer event & other incentives

Location

Lanceloot Blondeellaan, 8380 Zeebrugge

<http://www.icts-group.eu>