



## Job Description Form

<b>Division/Department:</b> Office Administration		
<b>Location:</b> Headquarters Air Cargo Belgium		
<b>Job Title:</b> Administration & Office Assistant		
<b>Reports to:</b> Geert Keirens		<b>Job Title:</b> Director
<b>Level/Grade:</b> Bachelors degree	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Contractor	<b>Hours per week:</b> <input checked="" type="checkbox"/> 38 <input type="checkbox"/> 30 <input type="checkbox"/> 24 <input type="checkbox"/> 20

<b>General Description</b>
Administrative & Office Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the ACB Headquarters. The Administration & Offices Assistant supports the organization and running of the daily administrative operations of the ACB Headquarters. You will support the director, (junior)managers and board-members through a variety of tasks related to organization: financial reports, business development, project management and communication. The admin job scope includes communication via phone, face to face and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Answer and direct phone calls;</li><li>• Organize and schedule meetings;</li><li>• Maintain contact lists;</li><li>• Produce and distribute correspondence memos, letters, emails and forms;</li><li>• Assist in the preparation of regularly scheduled reports;</li><li>• Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout and budgetary and personnel requirements, implementing changes;</li><li>• Order office supplies;</li><li>• Provide general support to visitors, perform receptionist duties when needed;</li><li>• Organize office and assist the director, (junior)managers and board-members in ways that optimize the procedures;</li><li>• Resolve office-related malfunctions and respond to requests or issues;</li><li>• Coordinate with other departments to ensure all the project goals are met.</li><li>• Maintain trusting relationships with suppliers, customers and colleagues</li></ul>



**AirCargoBelgium**

Air Cargo Belgium vzw  
Bedrijvenzone Machelen Cargo 706  
Box 68 – 6th Floor room 610-611  
1830 Machelen  
Belgium  
[info@aircargobelgium.be](mailto:info@aircargobelgium.be)

### Skills and Qualifications

- Bachelor's degree Office Management or min. 2 years experience as an administrative / office assistant
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail, analytical abilities and problem solving skills
- Excellent written and verbal communication skills in Dutch, French and English (knowledge of other foreign languages is an asset)
- Strong organisational and planning skills
- Proficiency in MS Office
- Background and / or experience in Logistics, Cargo or other Airport Services is an asset