

Executive Assistant

Join a dynamic and innovative team at Portima, where every day brings new challenges and growth opportunities! Become the cornerstone of our IT management and actively contribute to the success of our ambitious projects in a stimulating and collaborative environment. If you are passionate about organization, communication, and innovation, Portima is the perfect place to develop your career and make a difference!

Responsibilities

- 🕒 Provide administrative and organizational assistance, confidentially, to two IT directors to support their daily activities and contribute to the smooth running of Portima's activities and/or the management team members.
- 🕒 Plan and organize the IT directors' agendas, determine priorities, and coordinate activities and/or meetings with all relevant stakeholders to achieve effective planning and organization of the agenda and activities.
- 🕒 Act as the first point of contact for suppliers.
- 🕒 Manage and prioritize emails (specifically identify important emails requiring follow-up).
- 🕒 Organize board-level meetings with stakeholders (insurers, brokers).
- 🕒 Translate important outgoing emails to Dutch, assist the CEO Assistant with document translation (NL=>FR, FR=>NL, more rarely EN=>FR & NL).
- 🕒 Organize onboarding of new staff.
- 🕒 Register employees for trainings, seminars, and organize travels.
- 🕒 Control timesheets of consultants.
- 🕒 Prepare, draft, correct, and deliver documents, reports, and presentations, considering predefined deadlines, to reduce the workload of executives and ensure the accuracy of the documentation.
- 🕒 Draft necessary minutes of meetings and specific files, report and follow up on decisions made and actions to be taken to inform the concerned Portimates and ensure good information flow within the organization.
- 🕒 Support administrative and organizational tasks related to specifically assigned projects to facilitate their execution or implementation.
- 🕒 Act as the point of contact for the department of the management team members and/or their department for internal and/or external stakeholders, channel the right information, mobilize necessary parties, or escalate if needed to provide a quick solution and ensure good cooperation inside and outside Portima.

- 🕒 Prepare and plan internal events and, after validation, follow up on the resulting activities in cooperation with external partners to maintain an overview and ensure the smooth running of events.
- 🕒 Maintain and update personnel administration documents to keep records up to date.
- 🕒 Share the culture and values of the organization to strengthen Portimates' commitment to the organization.

Technical skills :

- Trilingual.
- 3 years of experience.
- Open and communicative – we are a small organization and wish to maintain informal and efficient interactions with people.
- Dynamic and comfortable in a fast-changing organization.
- Pragmatic and problem solver. Critical mind about internal processes.
- Discretion – for example, in handling salary information.
- Happy to help the organization
- Organizational/planning skills.
- Autonomy
- Proficiency in PowerPoint, Excel, Word, Outlook.
- Open and communicative.
- Eager to learn.
- Proposal-driven.

Nice to have:

- Native Dutch.
- Affinity with IT knowledge/Insurance knowledge.
- Affinity with Generative AI

Work Environnement:

- Management of the Delivery Tribe (100 people).
- Mailbox/agenda management for two IT directors.
- Work in open space.
- Available for various administrative questions from employees and consultants
- Close collaboration with the second Executive Assistant to back up each others