

CHEERS! WE ARE HIRING!



OFFICE MANAGER

WHY JOIN US?

Vademecom, one of the Belgian flagships of 360° Communication agencies, has just been acquired by the French group WMH Project. Join a fast-growing team of experts that now combines legendary agility and international strike force!

New colleagues, new offices, new (and existing of course) clients, new challenges and new ambitions. The adventure starts right now and it's going to be awesome! Take your chance.

ARE YOU OUR HIDDEN GEM?

- You have a degree in Management & Communication/Executive Assistant/Administration/Accounting/Languages, or any other similar studies.
- You speak French, Dutch and English.
- You are structured, rigorous and therefore reliable.
- Experience is a plus but not a must.

YOUR FUTURE JOB?

You will become the axis of a company in full transition– we are going to double our staff over a few months and integrate brand new offices!

You will support a team of 15+ consultants, allowing them to focus on what they do best: advising and delivering impeccable service to our clients.

Your administrative skills will be invaluable in the management of public relations activities, event organization, video production, etc. You will be in charge, for example, of launching press releases, booking meeting rooms, trips, hotel nights, etc.

We will also assign you part of our administration and invoicing of the company (assisted by an accountancy software).

Your positivity is contagious, and you will be the first face and voice of the company for all the people who will contact us or visit us. Finally, because the best workers are happy workers, we are already assigning you the title of Happiness Manager, as a way to launch initiatives that will enhance the life of the agency and strengthen the team spirit!

OUR OFFER?

A stimulating and pleasant work environment, full of challenges and laughter. You will never do the same thing twice and will continue to learn every day!

We will allow you to face the future with serenity, not only with a comfortable salary and flexible working conditions but also, and above all, with numerous opportunities for career growth.

You will be part of a dynamic team and will be surrounded by colleagues who are tackling the challenges of a fast-changing world every day.

**SHOW US YOUR GUTS AND WE'LL
SHOW YOU GLORY!**

Send your cover letter and CV to Marie Elise, our Founding Partner:
me@vadecom.be