



Administrative Assistant

Randridge International are hiring an Office Administrator required for an Industrial Construction site in BASF Terminal in Antwerp, Belgium.

The candidate must be fluent in Dutch and English.

Driving license and own transport required as the project is based on a remote location.

Full time contract for a length of 12 months with option to be extended as per site requirements. Position to start in September 2021.

The position is 40h/week from Monday to Friday.

The ideal candidate will be an experienced administrator and having already worked in a construction office, hold an understanding of the construction industry and experienced translating official documents. Bringing strong organizational and IT skills with packages such as Microsoft Office. The successful candidate will have an ability to work efficiently and accurately. This role will assist the management teams requests for information, archiving and documenting files to agreed timescales. The candidate will coordinate also with our Head Office in Ireland in relation of employee rotations, flights, transport, accommodation, or any paperwork that must be required.

Responsibilities:

- Assisting Managers
- Translating documents from Dutch to English or the other way around if required
- Archive, scan or organize documents
- Support in meetings with catering or coffee/tee
- Answer all staff queries in regards of logistics / transport or accommodation
- Support with Accommodation if viewings are required with letting agencies
- Help with VCA bookings / BSN appointments
- Support Head Quarters in Ireland with any document required
- Any ad-hoc duties required
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To apply please send your most up to date CV to desmond.mccoy@randridge.com stating the job you are applying for in the subject line of the email.

Requirements:

- Previous administration experience within the Construction Industry.
- Excellent IT Skills, including Microsoft Office Suite, and experience of construction related software packages would be advantageous.
- Proven ability to work alone or in a team environment, working efficiently and accurately to agreed timescales, with a high attention to detail.
- Fluent in Dutch and English
- Driving license.

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