

ABOUT US

Cranium is a One-Stop-Shop for helping customers in Privacy, Data Protection and Information Security. We are experts in making privacy & information security valuable for trustworthy organizations and people. Towards our customers, partners and employees our values always focus on striking a balance between a passion for winning and a passion for people.

Passion for Winning

Deliver on commitments and go further.

Excel on results.

Take ownership

Passion for People

Develop people

Open communication

Involvement

Build up trust and respect

Integrity

Roles and Responsibilities

To support our growth, we are looking for an Administrative Assistant. In your role, you will have a wide range of administrative and organizational tasks.

Responsibilities concern:

- Being responsible for all tasks related to office management;
- Assisting the management team in their daily job;
- Handling diverse administrative tasks like invoicing and all incoming calls;
- Organizing meetings and travel arrangements for the company;
- Assisting the Business Unit Directors and Country Managers in reporting and data collection;
- Providing support to internal and external marketing initiatives and events;
- Helping the HR Officer in daily matters.

Desired Skills and Experience

You are dynamic, highly motivated and you have a **Bachelor or Master** degree;
You have maximum 3 years of experience in a similar position.

Furthermore, you:

- Are flexible, autonomous, pro-active and like taking ownership;
- Are a real team player with strong communication skills in **Dutch, French and English**;
- Are service oriented and discreet.

OUR OFFER

We offer you:

- A highly varied role that involves working in a supportive, young and dynamic team;
- An attractive and motivating **compensation package** and continuous support in your professional development;
- Real career growth opportunities;
- Great colleagues in a joyful environment with a Passion for winning in balance with a Passion for people.

Interested ? Send your cv to careers@cranium.eu and we'll respond to you as soon as possible.

We hope to meet you soon.