



# Executive Assistant to Vice President

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## About the company

Qplox is a fast growing company offering test and automation engineering. Headquartered in Leuven, with offices in Barcelona and Eindhoven, our clients are major multinational enterprises and local companies from automotive, semiconductors, RF, consumer electronics.... Our consultancy department offers services in RF, semiconductors and electronics design and test. Our Test automation group offers a one stop shop for design of automated test benches, data acquisition systems and system integration production and lab automation solutions.

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## Job Description

As a part of a world-renowned team, this project is based in one of our major partners in the region of Leuven

Your responsibilities will include:

- Assists the Vice President with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings..
- Represents the Vice President by welcoming visitors, reviewing correspondence; arranging department dinners and other corporate functions; answering questions and meeting requests directed to the Vice President.
- Communicates with the department staff on the Vice President behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with core team.
- Helps Core Team Members and consultants make consistent decisions by advising them of historical precedents; serving as liaison between them and the vice president.
- Responsible for different types of external cooperation events/workshops planning and implementation to maintain relationship and enhance collaboration with key partners on Research Center level; fully be in-charged of internal festival activities workshops/brainstorming and make sure of well-organization.
- Fully responsible for detailed-planning and monitoring on budget usage within specific designations; be in-charged of taking records to make sure it's in accurate and on a timely basis.
- Administratively supports Vice President on the recruitment, documents formatting, and other administrative tasks related to the general interview of experts.
- Responsible for yearly Annual Incentive Award, cascading information, making communications among internal teams, reporting nominations to the senior management, and broadcasting results on department level.
- Responsible for documentation management and internally broadcasting on regular and irregular basis.
- Coordinate various aspects of interdepartmental communication as necessary.

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## Candidate Description

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Bachelor degree in business administration or relative field, and an interest in national and global issues.

More than 2 years' experience of supporting high-level management in a global company will be preferred.

Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Fluent in English, Chinese, French or Dutch, both speaking and writing. Knowledge of other languages and international customs is an asset.

Proficiency in Windows, including MS Word, EXCEL and PowerPoint; Photoshop knowledge is helpful.

Excellent management, time-management, and problem-solving skills.

Being able to stand to high pressure, and having excellent communication skills (via phone, email and in-person).

Strong interpersonal skills and the ability to build relationships with department members, consultants and external partners.

Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.

Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations, such as IMA – International Management Assistants, Belgium.

Ability to work independently and with professional discretion

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## We offer

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An attractive salary package with extra benefits. A high tech, multicultural and young ambient. A fast track in a growing company. Formation in multidisciplinary environment plenty of learning opportunities.

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## Contact

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Send your CV and application letter to [jobs@qplox.com](mailto:jobs@qplox.com) with the subject "Test engineer thin films electronics"

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