



Admin IT Support

Function type: Freelance - Vast **Location:** Brussel
Duration: Longterm **Reference:** 202007905

Description:

Description: In order to reinforce the team Helpdesk - IT Shop, our customer is looking for 2 additional administrative customer service support persons.

Main tasks:

- customer service desk: being at the reception for internal customers, replace, receive and give the small IT materials (keyboards, mouses, laptop, ...),
- send email to internal clients to get the material back (off boarding)
- transport the IT materials within the buildings,
- help for the stock management,
- manage the Excel files used for stock management,
- backup for colleagues

The service is 75% Administrative, 25% Physical.
Customer Reception is provided in the 3 languages (FR, NL, ENGL).

No shift or work during week-end

Requirements:

Mandatory Skills:

- min. secondary school diploma
- a first relevant experience in a similar role
- very good communication & customer service skills
- precision, structured, details oriented, service minded
- team player, flexible
- being able to work autonomously, show pro-activity, take initiatives
- very good at MS Excel (pivot tables, data export, ...) and MS Outlook
- trilingual FR/NL/ENGL

Start: 2020-02-23 23:00:00