



CSP Zeebrugge Terminal NV

The Ports for ALL

POSITION DESCRIPTION

Management Assistant / Translator

PURPOSE

- Support the organization, cross departmental with administrative and general office management related tasks.
- Assist with the reporting directed from HQ and translated as requested.

PRINCIPAL ACCOUNTABILITIES

Reporting

- Handle reporting related request from/to HQ
- Distribute & follow-up input from various departments
- Consolidate information according to the standards from HQ
- Translation of reports (English – Chinese – English)

General administrative support (both internally and related to HQ)

- Organisation of visits
- Support with practical & administrative preparation of visits and meetings (internally organized or instructed by HQ)
- Travel & Accommodation, according to company policy:
- Support in the arrangement of flight bookings
- Reservation of accommodation
- Handle visa applications for international travel.
- Handling Invitation Letters request
- Support with meeting practicalities & related activities
- Agenda management
- Support with the organization & coordination of events (customer, staff, receptions, special occasions...)
- Administrative procurement (eg. Office supplies, business cards...)
- Coordination of Maintenance/Housekeeping of office space (office furniture, follow-up cleaning company, order kitchenware...)
- Handle a variety of administrative tasks, eg. Company templates, stationary, filing systems, policy administration of department policies, handle mail (incoming/outgoing) etc.
- Support other departments in admin related items

This list is not limitative.

REPORTING

This position reports to the Administration Manager (all items related to COSCO Shipping Ports Headquarter) and the HR Manager for day-to-day management assistance.

QUALIFICATION & SKILLS

- Degree in Office Management / Languages or similar
- Experience in professional translation is a strong asset
- Ability to work as an effective team member and contribute to the achievement of objectives
- Considerable drive and interest in taking on new tasks.
- Well-organised, timely, very accurate and persistent.
- Able to work independently
- Possesses a professional attitude, is polite and tactful. Adhere to the company values. Be discrete.
- Work closely with international colleagues (eg. Chinese) and poses cultural awareness and understanding.
- Language skills, fluent in English, Chinese (Standard Mandarin). Dutch is an asset.
- Knowledge skills must be in that extend that company documents can be translated impeccably and oral communication is not an issue
- Excellent knowledge of current Office Applications