



Ontex is looking for a

R&D Assistant Technical Center (80%)

Ontex is a fast growing international company where people are the most valuable asset. To reinforce our R&D Team in Buggenhout, we are looking for a team assistant, reporting directly to Group R&D Manager Inco

Your role

- Provide flawless operational support to group R&D technical center and the strategic R&D team
- Perform administrative and office support activities (preparing mails, presentations, reports, ...)
- Discreet handling of all department related items
- Effective and efficient communication

Your profile

- You have a minimum of 3 years of experience as Management Assistant in an international company
- You are capable to work under time pressure
- You have strong organizational skills
- You are able to work independent, but also as a team player
- You have a creative mindset
- You can speak and write fluent in English
- You have excellent Microsoft Office skills, including SAP

We offer you

- A professional environment ideal for your personal growth and career development.
- A unique environment where local and international talents work and win together.
- A fun working atmosphere where team spirit is the real deal.
- Exciting and challenging projects with an international scope.

Interested?

Please send your CV and motivation letter to Nathalie.van.sande@ontexglobal.com