

Office Manager

Hexeko

Founded in 2018, Hexeko is a start-up with a mission to modernise and digitise the employee benefits package. Hexeko provides its corporate clients with a smart spending card and an employee App, as well as an intuitive management platform. With its technological tools and innovative payment methods, Hexeko aims to become the market leader in employee benefits in Europe.

Since its creation, the start-up has experienced strong growth in Belgium and is currently expanding internationally. At the end of 2021, Hexeko was acquired by the Up Group, one of the world leaders in the employee benefits market (active in more than 20 countries). In collaboration with this French group, Hexeko now offers a multi-benefit solution called UpOne that brings together lunch, mobility, gift and culture on one card and one App.

Hexeko's goal is to continue to innovate and revolutionise this sector in the years to come. This is why we are looking to expand the team with ambitious and motivated profiles.

Joining the Hexeko team means:

- Improving the daily life of employees and companies.
- Participating in the evolution of the Belgian and French employee benefits market.
- Developing your skills through training and a stimulating work environment.
- Being part of a young and dynamic team.

Mission

We are looking for an office manager to improve the administration and management of Hexeko. The position is very entrepreneurial, with a high level of responsibilities. You will be asked to perform various tasks such as:

Administration & Finance

- Oversee and take charge of all administrative duties in the company.
- Implement and maintain procedures and office administrative systems.
- Prepare invoices and ensure proactive follow-up of receivables.
- Monitor and handle employee expense reports.
- Manage internal and external correspondence.

- Interface with the external accounting service provider to provide all necessary documents and explanations for proper accounting and financial reporting.

HR & Office

- Coordinate the human resources of the company.
- Be totally in charge of office services and office facilities.
- Organize company events or conferences including travel bookings.
- Assist the organization's HR function by keeping personnel records up to date and arranging interviews.
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars and creating reports.

Required profile

- You have proven experience as an Office Manager or Administrative Assistant.
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus
- You are fluent in at least two languages: French, Dutch and English.
- You have strong organizational and planning skills in a fast-paced environment.
- You can work in a structured and independent way.
- You are ambitious, a quick learner and going the extra mile.
- Taking initiative is in your character.
- You have fluent communication skills.

What we offer

- A competitive salary, based on experience.
- An exciting job in a true startup environment.
- Permanent contract: beginning ASAP.
- Location: La Hulpe.
- Flexible hours - up to 2 remote working days per week.

Interested? Send us your CV and a few lines to explain why you want to join us at jobs@hexeko.com !