

BUSINESS/OFFICE COORDINATOR (M/W) AT INTERHOLCO BELGIUM



Want to contribute to sustainable development and make a difference for the future? Interested in gaining international business knowledge and boosting your career? Want a challenge where you can express your problem-solving skills?

So, welcome to Interholco!

Since 1962, Interholco (IHC) has been advancing its leadership in the sustainable management of forests.

With both its FSC certification and its values of technological excellence and human development; IHC produces and distributes, through its subsidiary IFO, logs, lumber and other finished wood products from Africa's forests, as well as several product lines from its trading department.

IFO (Industrie Forestière de Ouessou) responsibly manages a forest concession of around 1.1 million hectares in Congo Brazzaville and keeps on growing thanks to the commitment, expertise, and diversity of its 1'000 team members.



YOUR MISSION

Your mission is to get things done, taking advantage of your resourcefulness, proactivity and keen sense of organization.

In this varied role (client queries, supplier liaison, contract issuance, sales support, office management, etc.), you will be expected to take ownership of initiatives, decisions, processes, and outcomes.

YOUR IMPACT

- Life made easier for our partners, clients, suppliers.
 - Issues (if possible, before they arrive) identified, communicated, and dealt with.
 - Ease of finding, communicating, processing information.
 - Delivery on targets, on budget, on time.
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YOUR LOCATION

You will be evolving at Interholco Belgium, located in the city of Aalst (20 minutes from Brussels, 15 minutes from Gent), with the possibility of combining with Work From Home.

YOUR RESPONSIBILITIES

Reporting to the Commercial Manager, you will be successful in:

Purchasing and Supplier Management:

- Actioning purchasing and supplier requests; raise purchase orders, invoices and support colleagues with expense claims.
- Check suppliers' financial returns and eligibility to receive financial support.

Coordination: Manage ad hoc project requests, respond to incoming queries and promptly resolve issues, ensure timely backup to travelling colleagues, prepare and/or attend regular meetings.

Shipping & Logistics: Collect and organise documentation (orders, shipments, etc.), liaise with shipping companies to arrange import and export of goods, collaborate closely with stakeholders to ensure needs are met promptly and provide good value.

Travel Management: Support colleagues with purchase of travel tickets; airport transfers; accommodation; insurance, information about risks and restrictions.



Equipment Management: Efficiently manage the supply, upgrades, and return of equipment (laptops, phones, IT peripherals, software licenses, etc); ensure accounts, subscriptions, etc. are activated/deactivated efficiently.

Processes and Procedures: Continually improve processes and procedures, ensuring effective implementation, cost savings, and communication to the wider team.

Other special projects might come up from time to time: Provide general support to the Commercial Manager in various areas, from sales and administration, to reporting and organization.

YOUR SKILLS

- Minimum of 3 years of experience in office management support, including extensive administration experience.
- Good knowledge of Word, Excel, and MS Office suite. Knowledge of SAP is a plus.
- Excellent standard of English and French. Good Dutch is highly preferred. German is a plus.
- Good maths and IT skills are essential.

YOUR QUALITIES

- Able to communicate in a clear, concise, comprehensive fashion.
- Self motivated, able to work with no-or-little supervision.
- Able to handle pressure and to bring a creative approach to problem solving.
- Can-do attitude and positive mindset.
- Keen attention to detail.
- Great organiser, team player and relationship builder.

WHY JOIN US

You will be part of a motivated, ambitious, multicultural team where we truly support each other and collaborate to achieve great things, where you will play an important role.

You accelerate your professional growth by learning best practices in a wide range of areas, from international trade, to sustainability and entrepreneurship.



You receive a generous compensation package and benefits, including:

- Annual leave + bank holidays
- Flexible working arrangements
- Private healthcare
- Professional development
- Casual dress code policy
- Possibility to work from home
- Free parking
- Kitchen fully stocked with healthy soup, coffee, tea, and snacks

HOW TO JOIN US

We welcome your interest in the form of a CV and letter at HR@interholco.com.

