



Corporate Risk Manager Assistant : Job description and profile

- Job description :

As Corporate Assistant, the candidate shall provide assistance to the Risk Manager in her administrative tasks at Group level.

This concerns amongst others :

- follow-up of the corporate house- and bookkeeping of all international insurance contracts;
- follow-up and management of the current damage files;
- preparation of basic corporate documentation;
- planning and organisation of meetings;
- development and housekeeping of „risk management“ data bases;
- upgrade and use of the intranet for risk management and insurance matters;
- ...

- Job profile :

Education : Degree in law, economics or similar.

Skills :

- team player with good communication and time management skills;
- ability to work independently;
- ability to work on multiple projects;
- profound verbal and written knowledge of Dutch, French and English;
- good IT skills of Word, Excel, Powerpoint, Access;
- interest for technical and industrial matters;
- no previous work experience is required.