

Novasol Chemicals

Distribution. Worldwide, just right.

Subject: Office Manager & Event coordinator

The **NOVASOL CHEMICALS Group** is a 100% independent company, ranked in the ICIS Top Best 100 chemical distributors. We are selling in 24 countries in Europe through our commercial offices located in 9 European countries, in China and in Canada.

Due to our growing activities in Europe, we are looking for a creative and dynamic person as **Office Manager & Event coordinator (HQ)**

Your role:

Your main mission is to improve the visibility of Novasol Chemicals in the market via events and communication and to maintain our work environment as a great place to work. You will report to the HR Manager.

Your key responsibilities and challenges are to manage the company events, the communication and administration related to these events, to manage all office related contracts in a pro-active and re-active way, with the following tasks:

- Organize internal events : reservation meeting rooms, hotels, catering, teambuilding, travel plans
- Organize external events : chemical fairs & exhibitions with or without own booth, other events
- Communication & follow-up on above events
- Office management HQ : contact person for follow up on maintenance, tools & supplies, building requirements, IT, ...
- Marketing supplies, logo's, brochures, business cards, gadgets, ..together with our graphic designer and printing agency
- HR administrative tasks : follow-up on holidays, training administration, training content, on/off - boarding checklist, events, ..
- Assist in sustainable projects on employee wellbeing & propose actions
- Prepare internal documents, templates, presentations
- Prepare content for website & LinkedIn – communication with our media agency
- Occasional travelling to Novasol subsidiaries

Your profile:

- Has a bachelor in communication, administration or event management
- Communicates fluently (reading, writing, speaking) in English & FR or NL (all other languages are an asset)
- Can work independently and has the necessary maturity, skills and commercial feeling to communicate with internal & external stakeholders
- Has excellent organization skills, supported by common sense
- Positive mindset, solution driven
- Has a strong supportive attitude and willingness to help colleagues to reach their goals
- Has an excellent computer proficiency including the "Microsoft Office package"
- Shows a strong commitment to the company and is able to work in a team and commercial driven environment.
- You are based in Brussels (HQ)

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Our offer:

- Young, dynamic, cosmopolitan working environment
- Autonomy and responsibility
- International oriented business relations
- Flexibility
- Strong company values : Integrity, Intelligence, Intimacy & Improvement
- Good place to work
- Homeworking according company policy
- Attractive salary & fringe benefits package

Interested in joining our team ? Please apply at hr@novasolchemicals.com.

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