



Ipsos is looking for a Team Assistant for Public Affairs

? THE HOME OF RESEARCHERS

At Ipsos, we are proud to call ourselves the home of researchers! Because we are one of the world's largest market research companies with more than 17,000 employees and can be found in not less than 89 countries. What are our favorite hashtags? #innovation, #entrepreneur and #client-centricity. Our success is the combination of the unlimited worldwide expertise, knowledge and process efficiency in a company that supports people with an entrepreneurial spirit.

The European Public Affairs Unit is an independent unit in Ipsos with our core team located in Leuven and Anderlecht (but we also have offices in Gent and Berchem). Our unit is part of a larger Public Affairs network within the Ipsos group that connects researchers from around the globe who are expert in designing and managing social research studies using the full range of quantitative and qualitative approaches. Leveraging on this network, the European Public Affairs hub in Belgium is dedicated to further growing the business of Ipsos in International, European, and Belgian Public Affairs.

Are you up to a hands-on job in Research?

🔍 WE ARE LOOKING FOR YOU

Are you excited by the idea to support our team in various aspects of the business?

Then you might be the Team Assistant we are looking for! You are a team player, you become happy when you can help others and you have a passion for organisation? You would like to support the preparation and execution of research projects to expand our business in Belgium and internationally? And last but not least, would you like to collaborate with our management team in building and shaping the team and creating a best place to work spirit and environment?

We welcome applications from assistants with amazing organization skills and a real strive for efficiency and accuracy! You must enjoy working in fast paced environment and need to be self-motivated with excellent multi-tasking skills.

Key Responsibilities:

- ✓ Support the team in
 - a variety of organizational and administrative tasks in the tendering phase
 - specific tasks in the research process such as creating templates, supplier contacts, desk research ...
- ✓ Support the managing director in various aspects (internal communication, support in HR matters, note taking, travel, team events, ...)
- ✓ Be the contact person for the internal administration (finance)

DO YOU RECOGNIZE YOURSELF?

- ✓ Having an experience or large interest in an organizational/administrative environment, accuracy is key
- ✓ Being very (internal) customer focused with excellent service skills and ability to deal with people at all levels.
- ✓ Having strong organizational skills with the ability to quickly assess and prioritise work requests.
- ✓ Working flexibly when under pressure at busy periods, being a problem solver.
- ✓ Possessing excellent skills in Word, PowerPoint and Excel and being adept at learning new systems.
- ✓ Being an active member of a team, establish good working relationships, be proactive, take initiative and be able to work without constant supervision.
- ✓ Managing diverse demands on your time and a busy workload. Multi-tasking is your middle name
- ✓ Excellent 'friendly but strict' communication skills.
- ✓ Highly proficient in English, proficiency in French is a plus

WHAT DRIVES THE PEOPLE WHO WORK AT IPSOS?

We are intellectually curious and passionate researchers who set ourselves high standards and aim to work collaboratively to service our clients most effectively.

We are committed to equality, treating people fairly, promoting a positive and inclusive working environment and ensuring we have diversity of people and views. We recognise that this is important for our business success - a more diverse workforce will enable us to better reflect and understand the world we research and ultimately deliver better research and insight to our clients.

WE OFFER:

- A competitive package with benefits and a commitment to personal development where your efforts and achievements are recognized and rewarded
- A creative, busy, open and supportive working environment
- The opportunity to get involved with innovative techniques in addition to more traditional research methods
- A real team-being spirit: Social, Human and Business related activities with a strong focus on well-being!
- Water, coffee and Royco soups for free ;-)

CONTACT US!

Send your cv and motivation letter with reference 'TEAM ASSISTANT PUBLIC AFFAIRS' to Stephanie Duchene - stephanie.duchene@ipsos.com. For more information about our company, visit <https://www.ipsos.com/en-be/opportunities-ipsos>