



## Operations officer – trilingual

**Location:** Brussels

**Are you ready to take your career to the next level?**

**Do you thrive in environments that challenge and inspire you?**

**Would you like to grow within a team that values both excellence and enjoyment at work?**

Taleo Consulting is an international management consulting group with offices in **France, Luxembourg, Belgium, The Netherlands, Switzerland, Spain, Singapore, Portugal, and Italy.**

We've grown into a team of **450+ talented professionals** across **10 offices worldwide**, partnering with leading organizations in **Financial, Life Sciences, Retail, and Energy** - Sectors, to drive transformation and deliver lasting impact.

At Taleo, you'll find more than just a job. You'll join a community of ambitious consultants who share a passion for growth, innovation, and teamwork. Together, we create an environment where you can develop your skills, take on new challenges, and truly make a difference.

### **What Will You Do?**

At Taleo Consulting, we believe that **our growth starts with our people**. When our consultants thrive, so do our clients.

Motivated, curious, and passionate professionals make a real impact, not only on their own careers but also on the success of the organizations they support.

We're looking for individuals who **embody our values** and help us foster strong, trust-based relationships with both our **clients** and our **teams across the globe**.

Our success is built on the **talent, collaboration, and commitment** of our people and we're now looking for **an Operations officer** to join our journey.

### **Function description**

- Ensure day-to-day operational support and control
- Provide ad hoc project support
- Issue management and reporting
- Guarantee business continuity and customer satisfaction



## Language requirements

- **Dutch:** Native
- **French:** Native
- **English:** Good

## Telework

Expectation: 50% on site & 50% homeworking

## Required experience / knowledge

At least **2 years** of relevant experience

## Technical experience

- Good expertise in MS Office
- Familiar with various IT Tools

## Soft skills

- Strong communicator, diplomatic and customer-oriented
- Able to work independently
- Stress resistant and flexible
- Problem-solver
- Accuracy and precision, quality-minded

## Why should you join us?

By joining Taleo, you'll become part of a **talented, international, and dynamic team**. You'll benefit from **real career growth opportunities**, continuous learning, and the chance to build **long-lasting relationships** across borders and industries.

If you recognize yourself in this description and are ready to grow with a company that values ambition, collaboration, and excellence, let's connect.

**Share your CV and take the next step in your journey with Taleo**

