



HR/OFFICE MANAGER Assistant trainee Bruxelles

Location : Bruxelles, Av Louise

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?

We are looking for people who share our corporate values among our local and international networks and promote close relationships with our customers and internal teams. We are looking for a motivated and talented intern to join our team and assist in office management tasks as well as support our marketing department.

Our success is built on the **talent, collaboration, and commitment** of our people and we're now looking for an **HR/OFFICE MANAGER Assistant trainee** to join our journey.

As an Office Manager, you will be responsible for a variety of tasks, that will include, but are not limited to:

- Supply management: Help with the procurement and inventory management of promotional items, merchandise, and office supplies.
- Support the office manager to deal with mailing, shipping, bills, complaints and errands
- Help the car and phone fleet manager in her day-to days queries (Driving licence mandatory)



- Assist the OM with onboarding and offboarding process + supervising and monitoring the staff members
- Organize office operations and procedures
- Assist the OM with supplier's invoices and pre-accounting (use of software, make sure all spend are addressed etc.)
- Coordinate with IT department on all office equipment

How do we imagine our future intern?

- You are currently studying for a bachelor's or master's degree in business or finance;
- You have strong organizational and multitasking skills;
- You are autonomous and proactive;
- You are able to communicate clearly and effectively in a professional environment (you will frequently be in contact with the managers of the company);
- You are eager to learn and willing to improve your skills;
- You are looking for a professional environment where you can be autonomous and develop your creativity;
- You are **fluent in French & English**; Dutch is a plus;
- You have your **driving license (mandatory)**

We attract top talent and empower them with the right environment to excel and drive collective success.

Why should you join us?

You will be part of a talented and dynamic team! You will be able to benefit from career advancement and have the possibility to develop international and long-lasting work relationships.

If these words resonate with you and you identify with this description, send us your CV! We will be delighted to meet you.

