

GTECH is a leading gaming technology and services company, providing innovative technology, creative content, and superior service delivery. Lottomatica S.p.A. is one of the world's largest commercial lottery operators and a market leader in the Italian gaming industry. GTECH and Lottomatica together create a fully integrated lottery operator and gaming technology solutions provider – a combined company with worldwide scale, considerable financial strength, and industry-leading customer solutions. Lottomatica is publicly traded on the Italian Stock Exchange and has approximately €2.1 billion in revenue and 7,500 employees in over 50 countries. GTECH and Lottomatica operate under Gruppo Lottomatica, which is majority owned by De Agostini, which belongs to a century-old publishing, media, and financial services group.

In order to provide operation support to GTECH Belgium in Hoeilaart, we are looking for a

ADMINISTRATIVE ASSISTANT (m/f)

As an Administrative Assistant, you will provide administrative and secretarial support for multiple managers as follows:

Meetings support: Planning, lunches, coffee, restaurant booking, drinks.

Office Support:

- Copy, fax and send documents,
- Travel for external and internal GTECH persons,
- Hotel and Car booking for external and internal GTECH persons,
- Travel authorization processing care,
- Answering calls on behalf of the team
- Purchase Orders processing care,
- Kitchen and Office Supply.

Reception tasks:

- Handling all incoming calls and ensuring that all employees receive their messages by email,
- Handling and distributing all incoming shipments,
- Arranging all outgoing DHL shipments,
- Sorting and distributing all incoming mail and posting outgoing mail,
- Signing in all visitors upon their arrival and arranging taxi's for visitors,

PROFILE:

- Bachelor Degree in Secretariat with 2 years of relevant experience.
- Excellent computer skills that include MS Office (Outlook, Word & Excel)
- Languages: Dutch mother tongue, Good language knowledge of English. French is a plus.
- Other skills: must be flexible, autonomous, take initiatives, stress resistant, capable of prioritizing tasks & manage constant changes and multiple different tasks, able to work with remote teams

Due to its international structure, GTECH provides you with a challenging multicultural environment where you can use your initiative and contribute to the realization of the company's targets. GTECH strongly believes in personal development and invests continually in training and coaching.

Please apply by e-mail to pauline.debatty@gtech.com.