



## RECEPTIONIST

### YOUR FUNCTION

- You represent VYNCKE as you welcome our visitors and handle incoming calls & messages.
- You take care of the booking & tidiness of our meeting rooms.
- You are responsible for the general e-mailboxes & distribution of the incoming mails.
- You distribute the incoming mail.
- You offer general administrative and organizational support.

### YOUR PROFILE

- Excellent in Dutch and English and a good knowledge of French.
- Excellent command of Microsoft office.
- Friendly personality and high standard of customer's approach.
- Good organization skills, punctual and accurate.
- A first experience in a similar position is an asset.

VYNCKE is a dynamic, family owned company that, since the start in 1912, has grown to a global player in the sector of clean energy technology : more precisely the development and construction of customized waste to energy installations.

Worldwide more than 300 Vynckeneers, as we call our employees, are stationed in our offices in Brazil, Belgium, Germany, Czech Republic, India, China, Thailand and Malaysia.

Thanks to more than 4.000 satisfied customers all over the world, a well-lined order book and the loyal commitment of the enthusiastic Vynckeneers we maintain a stable position in the market. This allows us to offer excellent job security.

Are you a real team player, do you enjoy own responsibility and taking initiative, do you have an open international mentality and are you willing to travel? Then probably you could be one of the new Vynckeneers!

### JOIN OUR FAMILY !

Send your cv to :  
[cdc@vyncke.com](mailto:cdc@vyncke.com)