

„Come on board -  
and join our team! ”



**FOR OUR LOCOMOTIVES TEAM IN  
ANTWERP WE ARE LOOKING FOR A:**

## **➤ Part time Operations Assistant (F/M)**

Alpha Trains has been an investor, owner and manager of rolling stock for more than 15 years, during which time an enviable record as a consistent, professional and innovative investor and manager of passenger trains and freight locomotives was established. We are Europe's market leader and the largest and most diversified specialist train leasing company providing over €2.5 billion in new-build rolling stock to both public and private operators in a dozen countries across continental Europe.

### **YOUR ROLE**

- Support the Operations Manager and Contract Manager in administrative processes
- Weekly follow-up and planning of fleet movements
- Prepare and send out lease documents to clients
- Monthly calculation and reporting on usage, wheel wear and maintenance
- Follow-up of lease contract milestones
- Processing of contracts, protocols and bank guarantees
- Review of insurance certificates
- Support in drafting monthly reports

### **YOUR PROFILE**

- 1 to 3 years experience in a similar administrative role
- Advanced MS Office skills
- Bachelor degree in administration or equivalent by experience
- Client oriented with excellent communication skills
- Fluent in English and German, additional languages are a plus
- Analytical, good problem solver
- Strong planning and organisational skills
- Open minded and willing to learn
- Positive attitude
- Flexible, a real team player
- Dynamic and committed

### **WE OFFER**

A challenging job in a dynamic, ambitious, international organisation giving you the opportunity to make a difference. We offer an attractive salary package to driven individuals who like working in flat hierarchies and are eager to learn.

Please send your full CV with cover letter to: [jobs@alphatrains.eu](mailto:jobs@alphatrains.eu) For any questions about the opening, please contact: **Sabine De Graeve, HR Officer, Tel: +32 3 808 76 55**