



Why Alpha Trains?
Because there is lots of freedom to be creative.

Judith Weingarten
Office Manager

For our office in Antwerp we are looking for an

Office Manager (f/m/d)

Alpha Trains has owned and leased locomotives and passenger trains for more than 24 years. More than 130 employees of various nationalities are active across Europe. Our more than 1,000 locomotives and passenger trains are utilized in 22 European countries.

WHO WE ARE LOOKING FOR

We are looking for an Office Manager with exceptional multitasking and communication skills to keep our Antwerp office on track! Your role: ensuring smooth operations, fostering team connections, and organizing occasional team gatherings. If you're adaptable, detail-oriented, and culturally aware, hop on board for this exciting opportunity!

WHAT WOULD KEEP YOU BUSY

- Steer the daily hustle and bustle of our office journey, ensuring a smooth ride for all
- Be the welcoming signal for internal and external visitors, guiding them through our lively office hub and managing incoming calls with finesse
- Master the art of facilities management, forging strong connections with external suppliers and landlords to keep our office infrastructure in top shape
- Keep our office gears well-oiled by managing ongoing services and utilities, from ordering stationery to maintaining kitchen supplies
- Skilfully manage incoming communications, adeptly handling calls and correspondence with precision
- Take charge of organizing smooth travel experiences and accommodations for our team, ensuring everything runs seamlessly
- Plan meetings that hit all the right notes, whether they're in-house or on the go, complete with delicious catering and cozy meeting spaces that spark creativity and collaboration!
- Keep our HR support on track, ensuring our fleet and administrative functions run smoothly
- Keep the team spirit rolling by organizing engaging team-building events and unforgettable office parties

WHAT YOU BRING TO OUR TEAM

If you are excited about joining our team, here is what we are looking for in the ideal candidate:

- Hold a Bachelor's degree in administration or its equivalent, proving your qualifications to steer our office in the right direction
- Proficient in both Dutch and English, crucial for effective communication within our company
- You can take initiative with precision and attention to detail, driving progress with determination
- Bring the ability to handle multiple responsibilities adeptly, prioritizing with ease and efficiency
- Showcase clear and precise communication skills to enhance collaboration among colleagues from diverse backgrounds
- Flexibility is your middle name, adapting to changes in schedule or direction without breaking stride
- Your planning and organizational skills are like well-timed train schedules, ensuring everything runs smoothly and on time


WHAT IS IN IT FOR YOU

At Alpha Trains we have a mission: to keep our employees happy. So, we go the extra mile to make your working life more enjoyable: From fresh apples in our office fruit basket to annual company offsites, from bike leasing options so you can get to the office in style to an insurance package that gives you the peace of mind you need. Want more transparency? Attend our weekly town hall meetings. And because we are all about collaboration, we keep our hierarchies flat and friendly.

And, last but not least, prepare to meet the most awesome, dedicated and party-ready colleagues at Alpha Trains.

Not fully convinced? We asked our colleagues: what makes working at Alpha Trains special: **Employee film**

APPLY NOW

Please submit your detailed application documents with a CV and a cover letter as a PDF file by email to:  HR@alphatrains.eu You are also welcome to contact us without any obligation and directly by telephone:



Senior HR Manager

Sabine De Graeve

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 **My contact details**

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