

## Corporate Support Officer

The Corporate Support Officer gives support to the business operations by coordinating, supervising & executing tasks ensuring a good running of the company and sustaining its business development activities. Main areas of responsibilities include Administration/Office Management, Accounting, Human Resources, Marketing & Sales and Communication

### About Bridgewater

Bridgewater Consulting is a Brussels based office which has been created in 2009. We are specialized in value creation and cost optimization targeting large companies. Our innovation mindset and our No Cure No Pay model are key to our success and clearly differentiate ourselves in the consulting practice.

Our firm is growing quickly, and we are therefore looking a **Corporate Support Officer** who will support the organization and help the team achieve its objectives.

Bridgewater is a quite young start-up. Nevertheless, we offer an attractive salary with many advantages as well as a nice, young and dynamic work environment.

### Job Description

#### Administration/Office Management

- Responsible for office supplies procurement
- Follow up and management of main legal obligations (Health & Safety, Prevention, ...) and compliance with local regulations

#### Accounting

- Prepare monthly closings following the agreed procedure and timeline, a.o :
  - Ensure all expenses are authorized, recorded and that invoices have been received
  - Validate amounts to be invoiced to clients with PM team and management committee
- Coordinate with external accountant to ensure timely closings
- Inform and coordinate with management committee
- Follow up clients' due amounts and take action to ensure timely recovery

#### Human Resources

- Process payroll including accurate entry of time sheet information, in coordination with social secretariat
- Accurate and timely completion of documentation in relation to human resource requirements
- Keep informed of social legislation
- People Development:

- Organize and monitor yearly evaluation process
  - Develop recruitment programs, career and promotion plans;
- Assess, propose and deploy Compensation & Benefits policy
- Identify training needs and develop of training plans
- Define profiles, post job offers, select candidates to meet recruitment needs
- In close collaboration with the Management Committee, define and promote Corporate Culture & Values in line with RRP

### **Business Development (Marketing/Communication)**

- Identify leads in the press/internet, potential business partners/ambassadors, events where Bridgewater could be a speaker
- Complete data knowledge about prospects in Salesforce
- Support Communication actions, management and improvement of communication tools (Website, social networks, articles, presentations, mailings, brochures, goodies, press, events, ...) tools for Bridgewater (Presentation, Mailings, Brochure, Videos, goodies)

### **Languages**

Very good knowledge of Dutch, French and English

Please, send your application to [jobs@bridgewater.be](mailto:jobs@bridgewater.be)