

## Destiny – Business Administration Officer – Temporary contract until December 2025 (Interim)

### About the role...

Are you looking for a dynamic role where you can be a crucial link within our team as a Business Administration Officer? Then, this position within the Delivery department is perfect for you! Here, you'll enter a stimulating work environment where we work hard against deadlines, yet there's also room for fun. We are looking for someone to temporarily support our team during the absence of one of our colleagues. The position will be until the end of 2025.

#### What you will specifically do:

As a Business Administration Officer, you play an essential role in ensuring smooth administrative processes. You'll have daily interactions with various internal departments such as Finance, Project Management, Support, and Sales. You'll have the opportunity to handle a diverse range of tasks and expand your knowledge.

#### Your tasks include, among others:

- Checking orders for accuracy and completeness.
- Returning orders to sales when information is missing.
- Efficiently distributing orders to the appropriate team.
- End-to-end monitoring of complex administrative changes, with special attention to customer communication.
- Managing the offboarding of customers: administrative and technical service termination.
- Conducting quality controls on completed projects.
- Ensuring that completed projects are ready for accurate invoicing.

As a team member, you contribute to a positive work environment and collaborate to ensure an optimal customer experience. We offer you the chance to grow and further develop your skills within our dynamic company. Do you have the drive and organizational skills we're looking for? Apply now and become a valuable part of our team!

### What we're looking for in you...

- Dutch / French spoken and written and good knowledge of English.
- Smooth communication.
- Well-organized and meticulous, with an eye for detail, service, and quality.
- Enjoy delving into administrative matters thoroughly.
- Customer-oriented and solution-focused. Honest, discreet, and a strong sense of responsibility.
- Experience in telecom is a plus, interest in this field is a definite must.

- Bachelor's degree or equivalent through experience.
- Experience with Office, and the ability to quickly learn new applications.

## What we can offer you...

- A challenging job in a fast-growing company where you can also grow yourself (with plenty of room for training)
- A competitive salary
- Electronic meal vouchers, health insurance.
- Seniority days: extra vacation days based on your seniority (1 day every 3 years, up to a maximum of 4 days)
- Flex Income Plan: tailor extra advantages using your budget of your 13th month
- Access to Benefits@Work: enjoy discounts at a wide range of popular brands and retailers
- Flexible working hours, with the possibility of remote work. Because in digitalization, we should set a good example, right?
- A pleasant working environment in a renewed Dstny house, customized to the wishes of our Destinians.
- A great team of colleagues and wonderful customers.
- A friendly atmosphere with regular fun team-building activities or company events.
- Always fresh soup, fruit, and delicious coffee.

Are you convinced? Don't wait any longer and apply via the form below.

#LI-MC1

<https://dstny.be/>