

Office & Admin Coordinator

Location: Brussels (On-site)

Languages: Fluent in Dutch, French, and English

Full-time, Startup Environment, Hands-on Role

About the role

Heta is looking for a flexible, proactive, and organized person to take on a key hybrid role that combines management assistance, office management, and administrative support in our growing company. You'll be the go-to person who keeps the office running smoothly, supports leadership with essential tasks, and is the first line of support for employee HR-related questions. This is a unique opportunity to take ownership of a wide range of responsibilities in a fast-paced, entrepreneurial environment.

Your Responsibilities

- Office & Facility Management
 - Manage day-to-day office operations (supplies, maintenance, logistics).
 - Handle and categorize incoming and outgoing mail.
 - Ensure a welcoming and functional office environment.
 - Inventory checks
- Administrative Support
 - Monitor and control employee timesheets and follow up on completeness.
 - Maintain internal documentation and digital / physical filing systems.
 - Support basic accounting or finance-related tasks (invoices, reimbursements, etc.).
- HR & People Support
 - Be the first point of contact for employees on practical HR matters (leave requests, car policy, benefits, onboarding questions, etc.).
 - Support the coordination of onboarding and offboarding processes.
 - Liaise with external HR and payroll providers as needed.
- Executive Assistance
 - Provide calendar and meeting support to management when needed.
 - Help coordinate team meetings, events, or travel arrangements.

Your profile

- Prior experience in a similar office/admin/HR coordination role (ideally in a startup or SME environment).
- Highly organized, detail-oriented, and comfortable juggling varied tasks.
- Proactive, hands-on, and solution-focused—you're someone who takes initiative.
- Strong interpersonal skills and a friendly, service-minded attitude.
- Tech-savvy and comfortable with basic office tools (e.g. Excel, Google Workspace, HR/timesheet tools).
- Fluent in Dutch, French, and English (written and spoken).

What We Offer

- A varied and impactful role at the heart of a fast-growing startup.
- An informal, supportive, and high-energy work environment.
- Autonomy, flexibility, and the chance to shape your role as we grow.
- Competitive salary, company car, and benefits tailored to your experience.
- A centrally located office in Brussels, with direct access to the team and leadership.

Do you want to think ahead in sustainable solutions for tomorrow's infrastructures?
Apply now and help us keep everything running like clockwork as we engineer a more intelligent tomorrow.

Become part of our team,
apply now.

About Heta

Heta is a fast-growing company specialized in engineering and project management. Based in Belgium and offer to clients a comprehensive range of environmental expertise, from initial strategy to project completion. Heta offers a full range of services such as consulting, outsourcing and in-housing employees.

Contact us by telephone: +32 471 79 27 81 or e-mail: jobs@heta.eu