

3D Systems Leuven is looking for a motivated

OFFICE COORDINATOR

ABOUT 3D SYSTEMS LEUVEN

3D Systems Leuven is a dynamic and leading enterprise, specialized in 3D Printing of metal components. 3D Systems is part of 3D Systems Inc. Besides contract manufacturing of 3D-printed parts, 3D Systems is a renowned developer of 3D-printers. The synergy of both activities makes us a strong innovation partner for customers in the industrial, medical and aerospace sector. 3D Systems Leuven is part of the 3D Systems group, a world leader in 3D printing.

JOB DESCRIPTION

As an Office Coordinator you will be the first point of contact for our organization, responsible for creating a professional and welcoming environment for both employees, visitors and external partners.

You will be responsible for the daily management and coordination of the office environment, playing a crucial role in maintaining a pleasant, efficient, and safe workplace. Alongside operational tasks, you will coordinate and optimize various soft services, including cleaning, pest control, greenkeeping – winter service, catering, reception, landscaping, and other facility-related activities.

RESPONSIBILITIES

- Act as the main point of contact at the front desk, handling phone calls and managing the general mailbox.
- Coordinate the hosting of visitors and groups, managing booking of meeting rooms, meals, restaurant and hotel reservations, etc.
- Manage office supplies and services, such as work clothing, pool cars, badges and other office resources.
- Maintain a well-organized digital filing system for office documents.
- Supervise and assess external service providers, including cleaning companies, catering services, pest control providers and other suppliers.
- Contribute to office improvement projects.

PROFILE

- Minimum bachelor's degree or equivalent by experience.
- Experience in managing external vendors and coordinating office services is highly desirable.
- You have strong organizational skills with the ability to prioritize tasks and maintain a structured working environment.
- You are comfortable working independently, with flexible working hours if needed and have strong interpersonal skills.
- You have excellent verbal and written communication skills in Dutch and English.
- You have good computer skills, including MS Excel, Word and Outlook. Knowledge of SharePoint and Teams is a plus.
- A driver's license B is a plus.

WE OFFER

- A challenging job in a young and dynamic team
- A competitive salary and additional non-statutory benefits
- Career opportunities in a global company with exponential growth.

INTERESTED?

Send your resume and motivational letter to BelgiumCareers@3dsystems.com.