



About Cinionic

Cinionic (www.cinionic.com) is transforming cinema, providing comprehensive WOW entertainment solutions to movie exhibitors across the globe. We help turn imagination into reality and ensure peace of mind for our customers by offering innovative services and flexible use of capital for a new era. Combining the technology expertise and heritage of our partners, Cinionic powers exceptional experiences across the entire theater to engage visitors at multiple touchpoints in their cinema journey.

Cinionic is a joint venture among Barco, Appotronics, and CFG, with offices in the US, Belgium, Hong Kong and Mexico.

Function

As **Executive Assistant** you will be responsible for increasing productivity by striving for efficiency of both the CEO and his Executive Management team, so that they can maximize their time to focus on customer excellence and the company's objectives.

You will be responsible for

Optimization of executives' time

- Manage the CEO's agenda
- Maintain executive's appointment schedule by planning meetings, conferences, and travel
- Draft e-mails and documents
- Collect and analyze information
- Maintain customer and executive confidence
- Complete and follow up on projects in different domains depending on the organization's needs
- Provide historical reference by developing and utilizing filing and retrieval systems (contract management)

Collaboration

- You will closely collaborate with all the executive team members
- You will be responsible for the office management and watch over the office guidelines
- You will have an active role in safeguarding the Cinionic culture and way of working, strengthening the team spirit as a true team player
- You will have an active role in helping team members develop their digital skills in order to create efficiency



Your profile

- You enjoyed a higher education
- You have 8 to 10 years of experience in a similar position
- You have experience working in an international environment
- You are team- and customer-oriented, self-supporting and have proven organizational skills
- You take initiative, work independently, and master the necessary flexibility to combine shifting priorities successfully
- You are a digital tools wizard who increases efficiency
- You are fluent in Dutch and English
- Your discretion, attention to detail, and eagerness to learn complete your profile

Our offer

You will be part of the Cinionic family with lots of growth opportunities in a comfortable work environment. The job as Executive Assistant is an autonomous and challenging position within a team of enthusiastic colleagues. There are continuous training opportunities with regards to lifelong learning and employability. Cinionic offers you a competitive salary package and attractive benefits.

You want to join us?

Happy to receive your curriculum vitae and motivation letter!
Please send it to letstalkcareers@cinionic.com.