



## Stephex – Front Office Medewerker | Stephex Service

### Front Office Medewerker | Stephex Service

**The Stephex Group** is a family business based in Meise, Belgium. In addition to our horse trade, we are also active in the real estate and automotive sectors. We are the market leader in the construction of **exclusive horse trucks and motorhomes**. Thanks to our extensive dealer network, we can serve customers throughout Europe and beyond. Stephex enjoys an excellent reputation for its high-quality and user-friendly designs, which are recognized far beyond the Belgian borders.

**Stephex Service** is part of the Stephex Group, based in **Merchtem**. At Stephex Service, everything revolves around **quality, precision, and customer satisfaction**. After assembly in our factory, we **guarantee all custom finishing**. We offer first-class service to our customers, from exclusive vehicles to specialized, tailor-made transport solutions.

As a **Front Office Medewerker**, you will support the Stephex Service team in the final stage of the delivery process for our **horse trucks and motorhomes**. You ensure that all required documents are prepared accurately and on time so that each vehicle is ready for its proud new owner.

You will work closely with our Front Desk Officer and the service team, acting as the link between administration, technical finishing, and customer satisfaction.

#### Responsibilities

- Handle the administrative follow-up of horse truck and motorhome deliveries.
- Prepare inspection certificates, import documents, and delivery files.
- Ensure that all documents are complete, accurate, and available on time.
- Maintain contact with customers, suppliers, and relevant authorities when needed.
- Support the front desk and service teams with various administrative tasks.
- Help organize and streamline internal administrative processes.

#### Who You Are

- You have an administrative background and enjoy working with precision.
- You are organized, reliable, and proactive.
- You speak Dutch and English fluently (additional languages are a plus).
- You hold a category B driver's license.
- You are customer-oriented, positive, and thrive in an international environment.

- You have strong attention to detail and are comfortable with administrative software.

## What we offer

- Direct guidance from the most experienced professionals within Stephex Service.
- A professional, international working environment with a strong reputation.
- The opportunity to be part of a passionate and growing company.
- A customized salary package, supplemented with fringe benefits.
- Training and career development opportunities within the organization.
- A pleasant working atmosphere where quality, teamwork, and customer experience are key.

<https://stephex.com/nl/>