



Team Operations Assistant - European Technology Corporation

About the company

QPlox Engineering is a leading technology company specializing in innovative solutions for IoT frameworks, instrumentation systems, and test automation. Our clients are major multinational enterprises and local companies from automotive, semiconductors, RF, consumer electronics. We are committed to pushing the boundaries of technology and providing our clients with cutting-edge solutions. Our dynamic team thrives on collaboration, creativity, and continuous learning.

Job Description

We are looking for a detail-oriented and proactive Team Coordinator to support our European Technology Cooperation team. This role is key in connecting our headquarters with European branches, ensuring efficient communication flow and seamless project coordination.

Key Responsibilities

Data Analysis & Reporting:

- Perform data analysis to inform team decisions
- Develop insightful reports and analytics
- Compile regular performance dashboards and presentations

Communication & Regional Adaptation:

- Act as a liaison between headquarters and European branches
- Oversee information distribution and policy sharing
- Adapt and localize documents and policies for regional relevance
- Ensure consistent messaging across various European regions

Project Coordination:

- Track and coordinate department projects
- Organize, document, and follow up on team meetings and workshops
- Monitor project timelines and key deliverables
- Assist in scheduling and resource management

Event Planning & Content Creation:

- Plan and coordinate internal meetings, workshops, and team events
- Develop creative materials like posters and brochures
- Document events through photography and videography
- Oversee updates on internal communication channels

Administrative & Operational Support:

- Schedule and organize cross-regional meetings
- Record meeting notes and ensure action item follow-ups
- Manage and organize departmental documents
- Provide logistical and operational support to the team

Location: Flemish Region, Belgium

Candidate Qualification

- Bachelor's degree or higher in any field.
- Proficiency in both English and Chinese, written and spoken.
- Strong skills in organization and time management.
- Solid analytical mindset with effective problem-solving skills.
- Skilled in Microsoft Office applications.
- Familiarity with data analysis techniques.
- Experience using project management software.
- Working knowledge of Photoshop and photography.

Benefits

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- Collaborative and innovative work environment.
- Flexible working hours and remote work options.
- Plenty of learning opportunities.

Contact

Send your CV and application letter detailing their experience and qualifications to jobs@qplox.com with the subject " **Team Operations Assistant - European Technology Corporation**".
