ROSY BLUE

MORE THAN DIAMONDS

JOIN OUR TEAM

RECEPTION & WORKPLACE COORDINATOR

ANTWERP • FULL-TIME • WORKPLACE / OFFICE SUPPORT

Do you enjoy creating a workplace where people feel welcome and everything runs smoothly?

About Rosy Blue

Rosy Blue is a global partner to the jewellery and watchmaking industries, combining expertise in diamond and gemstones cutting and polishing, jewellery manufacturing, and specialist services. With roots dating back to 1960, the company works across the value chain, from mining partners to leading luxury maisons, brands, and retailers. It brings together technical precision and craftsmanship to meet its clients' exacting requirements. A pioneering commitment to responsible business has shaped its journey, from being a founder of the Responsible Jewellery Council to early sustainability reporting and participation in international initiatives advancing responsible practices and women's empowerment. Its approach is grounded in transparency and long-term partnerships.

Your role

As Reception & Workplace Coordinator, you will be one of the first faces of our organisation. You will ensure that visitors feel welcome, colleagues receive the support they need, and daily office operations run smoothly. You will be the connecting link between employees, suppliers, and external partners. No two days are the same: you will welcome visitors, coordinate practical arrangements, follow up with suppliers and handle facility-related matters, while also supporting administrative files.

What will you do?

- Manage the reception desk and act as the first point of contact for visitors and general inquiries.
- Manage incoming calls, general mailboxes, visitor registrations, and meeting facilities.
- Support office operations and coordinate suppliers, maintenance, and office facilities.
- Carefully follow up incoming and outgoing mail, parcels, and deliveries.
- Monitor agreements, deadlines, and outstanding actions and ensure accurate follow-up.

Who are you?

You enjoy organising, creating structure, and helping people. You take initiative, work accurately, and quickly recognise where support is needed.

- You are service-oriented, professional, proactive, and practical.
- You communicate fluently and diplomatically and handle confidential information with discretion.
- You have a good command of written and spoken Dutch and English; knowledge of French is an asset.
- You are comfortable working with Microsoft 365. Experience is an advantage, but motivation, eagerness to learn, and a strong sense of responsibility are equally important.

What can you expect from us?

- A competitive remuneration package aligned with your experience and responsibilities.
- For full-time employment, you will be entitled to 20 statutory annual leave days and 12 ADV days per year.
- A varied role with responsibility, autonomy, and visible impact.
- An international working environment with direct and accessible communication lines.
- Collaboration with colleagues from different departments within a professional and stable organisation.

Ready for a new challenge?

Send us your CV and a short motivation letter to jobs@rosyblue.be. We look forward to getting to know you.