



NOVADIP-BIOSCIENCES is a regenerative medicine biotech company, based in the Walloon Region (Mont-Saint-Guibert), that is developing new treatments for critical size hard (bone) and soft (skin) tissue reconstruction. If you share our vision of providing patients with potentially life-changing products and if you are looking for new challenges as part of a dynamic and innovative team, consider joining with our fast growing company to support the Administrative department

Administrative Assistant

Your responsibilities

- Provide general support to visitors and manage incoming calls and mails
- Administrative support for employees (travel arrangements, organize conference calls and meetings, coordinate pickup and delivery of mails, sort incoming correspondence...)
- Create & update file audits (contracts, confidential agreements,...)
- Order office supplies & manage suppliers contacts
- Support Communication Department (organize internal events, manage website, update LinkedIn account,...)
- Support HR Department (post job ads, sort resumes, schedule job interviews, welcome sessions for new employees...)
- Support Finance Department (process purchase orders, classification of invoices,...)

Your profile

- Minimum 3 years of experience in a similar function
- Rigorous, perseverant and flexibility to operate in multitasks environment
- Excellent organizational and communication skills
- Fluent in French and English, Dutch is a plus
- Good knowledge of Office Suite (Excel, ppt, Word,...)

Offer

- A diversified full-time permanent position within a high-potential innovative biotech company.
- To work in a human-sized, dynamic, respectful and professional environment.
- The opportunity to take part in a challenging scientific and business growth.
- An attractive salary package in line with the position responsibilities and your experience.

Interested?

Please send your CV to careers@novadip.com. Your application and related information will remain strictly confidential.