

Office Manager – Aquilon Pharmaceuticals

BE 0540870218

Company: Aquilon Pharmaceuticals S.A.

Location: Liège area, Belgium

Type: Permanent, full-time

Salary (€): On Application

Job Summary:

An exciting position for someone who would like to contribute to the successful development of a spin-off from the University of Liege. Aquilon Pharmaceuticals SA is a company that develops drugs for the treatment of pulmonary diseases through an innovative technology. This position is a key role for the successful effectiveness of the General Management of Aquilon.

Tasks:

Produces information (text, data, graphics, etc.) and transmit them.

Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.

Maintains customer, human resource and sensible data confidence and protects operations by keeping information confidential.

Prepares reports by collecting and analyzing information (e.g. Board of Director reports).

Recording and transcribing meeting discussions (e.g. corporate committees and board of directors meetings).

Secures information by and provides historical reference by developing and utilizing filing and retrieval systems (both paper-based and electronic), e.g. for accountancy documents, HR documents, agreements and contracts, meeting agendas and minutes, bibliography.

Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.

Maintains professional and technical knowledge by attending educational workshops.

Key responsibilities:

Enhance effectiveness of the General Management of Aquilon, i.e. the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) and the Chief Operating Officer (COO), by providing information management support; representing the General Management to others.

Work closely with key managerial functions in terms of General Administration and Operations, Accountancy, Human Resources, Communication and Business Development.

Desired skills and experience:

Qualification: administrative, legal, accountancy, technology and/or business education

Education Level: High school diploma; legal, accountancy, technology and/or business education is an asset

Language(s): Fluent in English and French (written and oral); Dutch and any other languages are assets.

Excellent organization and time management skills

Adaptability and ability to define and deal with priorities

Communication and presentation skills

Writing and reporting skills

Scheduling and travel logistics skills

Excellent knowledge of standard MS-Office products

Accounting and/or legal skills are assets

To apply, please send an application letter and CV in English to lpetit@aquilonpharma.com.