
Administrative Assistant

Equaly SA, specialized in Biotechnology, is looking for an **administrative assistant**.

Main Localisation (R&D Lab)

Brussels Life Sciences Incubator (BLSI)
Clos Chapelle-aux-Champs 30
1200 Bruxelles (*UCL campus*)

Head office in CEI 1

LLN science parc incubator
Chemin du Cyclotron 6
1348 Louvain-la-Neuve

Contract

Full time, starting with 1-year limited renewable time contract, potentially followed by an unlimited time contract, immediate commitment.

Context

Equaly, young start-up in biotechnology, is seeking an executive assistant for various tasks to help the head and the team of the company with their daily administrative tasks. Equaly is firmly driven by innovation and clinical applications of such innovation, with a particular interest in diseases for which there is an urgent request for therapeutic solutions.

Projects

The various projects followed by Equaly share a common denominator, which is the development of new therapeutic tools from innate or natural immunity.

Job function

As an administrative assistant, you will participate in the daily activities of the company with different administrative tasks as:

- Mail, e-mails, phone calls and electronic agenda;
- Management/assistance of the orders, inventory and invoices;
- Filing, storage and archiving of documents;
- Administrative management of the staff;
- Organizing meetings and videoconferences;
- Interactions (national and international levels) with suppliers, collaborators, etc.;
- Assistance in preparation of presentations for external use (general public, investors, etc.).

Occasional (maximum one day per week) presence at the head office in Louvain-la-Neuve.

Qualifications required

- Bachelor level in secretary or related field (a previous experience in a similar position in research environment is preferred);
- Fluent in English and French, acknowledge in Flemish is a plus;
- Flexibility, autonomous, good organization skills;
- Good skills in office softwares (Word, Excel, Power Point, Outlook, etc.);
- A previous experience or knowledges in human resources is an asset;
- An interest in the biology research field would be a plus.

Proposal

Equaly offers a collaboration, within a newly emerging start-up, in a dynamic environment, for a team work on innovating projects orientated towards the resolution of major ethical issues.



Why should you join us?

If you are dynamic, convivial and ready to roll your sleeves up to take responsibilities, and if you wish to embark on a social mission, this job is carved for you.

Interested joining us?

Please send your CV and cover letter to Equaly's CSO/CEO, Jean_Marie Saint-Remy, at the following address info@equaly.be

For more information about our company and projects : www.equaly.be