

Administrative Assistant

Aphea.Bio is a leading R&D company that is dedicated to food security and ensuring a safe and healthy food chain. We aim to provide novel science-based solutions to build the agriculture of the future: sustainable, reliable and profitable. Aphea.Bio focuses on the exploitation of natural, beneficial interactions that occur between microorganisms and plants. We discover and develop new biology-based agricultural products for crop protection and crop improvement, hence shaping a more sustainable agriculture and are embedded in the largest European Agro-Biotech valley in Gent, Belgium.

We are seeking highly motivated people to help us turn our ambitions into reality. Successful candidates will become part of a committed, creative and highly dynamic team.

To strengthen its team Aphea.Bio is looking for an Administrative Assistant to perform a variety of administrative and clerical tasks ranging from providing support to managers and employees, assisting in daily office needs and managing the company's general administrative activities.

Main responsibilities:

As the administrative assistant you will be responsible for:

- providing administrative support to ensure efficient operation of office, management and the Aphea.Bio team
- maintaining supplies inventories by checking lab and office stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies via the ERP system, research new deals and suppliers
- acting as the point of contact for external partners and clients
- organizing meetings, schedule appointments
- providing general support to Aphea.Bio visitors
- making travel arrangements such as booking flights, cars, and hotel or restaurant reservations
- developing a system to classify and order in a confidential manner third party contracts, material transfer agreements, non-disclosure agreements, ...
- supporting HR tasks
- maintaining contact lists
- supporting the team by performing tasks related to strong communication both internally and externally
- ensuring operation of equipment by completing preventive maintenance requirements, calling for repairs and maintaining equipment inventories
- answering and directing phone calls
- writing and distributing email, correspondence memos, letters, faxes and forms
- distributing lab and office deliveries within the company
- updating and maintaining office policies and procedures
- following up infrastructural optimizations and rearrangements

Qualifications:

- Strong, professional verbal and written communication skills
- Proficient in English (written and verbal)
- Proficient computer skills, including Microsoft Office
- Comfortable with routinely shifting demands
- High degree of attention to detail
- Data entry experience
- Working knowledge of general office equipment
- Interpersonal skills: team player, enthusiast, creative, communicative, committed, flexible, entrepreneurial, organized, problem-solver

Education and Expertise:

- Bachelor administrative assistant, business administration or equivalent
- 2-3 years of clerical, secretarial, or office experience in a small or medium enterprise

Motivated applicants should send their CV including a cover letter to isabel.vercauteren@aphea.bio and steven.vandenabeele@aphea.bio before October 15, 2022.