

Founded in 2019 by a team of seasoned **cell therapy** experts, ConvEyXO is a Belgian Biotech which aspires to unlock the full therapeutic potential of **exosomes**. The company develops **innovative technology platforms** that aim to optimize the manufacturing costs and therapeutic properties of exosomes.

To strengthen its intellectual property portfolio of proprietary methods, technologies, and physical assets, ConvEyXO has set up several collaborations, joint ventures, acquisitions, and in-licensing agreements. This has resulted in a **unique** platform that combines breakthrough **manufacturing** (Exo-Harvest) and **loading** (XomeXBio) technologies. Together, they will enable the cost-effective large-scale **production** of exosomes capable of delivering **bioactive compounds** in a targeted way. For additional information about the company, please visit: <https://conveyxo.com/>

To ensure the growth of Conveyxo, we are looking for a **Finance & Administration Manager (M/F)**.

Finance & Administration Manager (M/F)

RESPONSIBILITIES

As a **Finance & Administration Manager**, you play a central role in the organization by supporting the full team on accounting, financial, and administration matters. You will operate under the guidance and direction of the Chief Financial Officer. You are in charge of day-to-day administration of the company.

Your main responsibilities are:

- **Accounting management and financial reporting :**
 - Collect invoices and ensure accounting is handled over in time.
 - Manage payments, expenses reports and credit card expenses.
 - Create, analyze and share financial reports with the top management.
 - Ensure all legal documentation is properly stored.
- **HR coordination :**
 - Manage administration of employee payroll processing.
 - Manage the various fringe benefits granted to employees.
 - Oversee completion of timesheets from the team.
 - Organize informal team events.
- **Office management :**
 - Be the point of contact with the office owner and the third-party suppliers.
 - Manage the office supplies and support the lab supplies management.
 - Ensure that the IT infrastructure is well protected and backed up.

PROFILE

- Bachelor's in Accounting, Master's in Management, or equivalent through experience.
- You have a 3 to 5 years experience in a relevant position.
- You have experience in a similar environment: small **international organization**.
- You enjoy analyzing, organizing, and working multitasking. **You are rigorous**.
- You are solutions and result-oriented, **autonomous** and **proactive**.
- You are able to prioritize, and deal with unplanned requests.
- You are fluent in **English and French**.
- You are comfortable with modern IT tools. An experience with **Odoo** is a plus.

OFFER

- The opportunity to join a fast-growing start-up located in the centre of Wallonia.
- A central role, appreciated by the whole team.
- Mid- and long-term career and evolution opportunities.
- An inclusive and dynamic working environment.
- A permanent contract with an attractive salary package in line with the position responsibilities.

INTERESTED ?

Please send your CV together with an adapted cover letter to recruitment@pahrtners.be.

YOUR APPLICATION AND
RELATED INFORMATION WILL REMAIN
STRICTLY CONFIDENTIAL.