

Our client is a Belgian MedTech company based in the Namur area.

This human-sized structure is a clinical-stage company providing innovative solutions to address unmet medical needs for cardiovascular conditions, with the ambition to bring its innovative product into next clinical stages.

In order to strengthen our client's team, we are looking for an **Office Manager** (m/f).

# Office Manager - MedTech (M/F)

## RESPONSIBILITIES

As an Office Manager, you will play a central role in the organization by supporting the full team on administration and central services matters. You will operate under the guidance and direction of the Chief Financial Officer.

Your main responsibilities are:

- **Office management**
  - Be the single point of contact towards the office owner and the third-party suppliers who help maintain the infrastructure (cleaning, security, etc.).
  - Manage the office supplies (ordering, deliveries, etc.) and support the lab team on the lab supplies management.
  - Welcome and redirect where appropriate any visitor or third party calling.
  - Ensure that the IT infrastructure is well protected and backed up.
- **HR support**
  - Organize informal team events (lunches, activities, etc.).
  - Manage the various fringe benefits granted to employees (health and group insurances, company cars, meal vouchers, etc.).
- **Administrative support**
  - Collect supplier invoices and ensure they are handed over in time to the external accounting team.
  - Be the single point of contact with suppliers and the accounting team.
  - Manage expense reports and credit card expenses.
  - Ensure all legal documentation is properly stored.
  - Organize travels, external meetings, appointments, etc. upon request of any team member.

## PROFILE

- You hold a Bachelor's or master's degree with at least **3 years' experience** in a comparable position.
- You can manage your own time, to prioritize and address both regular routine activities and unplanned requests.

- You enjoy working **multitasking**.
- You are **result-oriented, autonomous, flexible, and proactive**.
- You enjoy helping your colleagues and the whole organization.
- You can work independently as well as within a team.
- You have excellent communication, organizational and interpersonal skills.
- You have excellent computer skills: MS Office, Intranet /Internet.
- You are fluent in French and have a very good command of English.

## OFFER

- A challenging position with a high potential innovative medical device company.
- Working in a human-sized, collaborative, and respectful environment
- A variety of interesting contacts with international exposure.
- An attractive compensation package in line with the position's responsibilities and your experience.

## INTERESTED ?

Please send your CV together with an adapted cover letter via [TBD](#) or to [recruitment@pahrtners.be](mailto:recruitment@pahrtners.be).

Your application and related information you would share will remain strictly confidential.