

Manager of Office Operations (Executive Assistant) for a foundation

If you feel like...

- ... giving a purpose and meaning to your work
- ... striving for adequate cancer care access regardless of origin and financial situation
- ... endeavoring to support existing and upcoming radiopharmaceuticals in the oncology field

...You might just be the one who we are looking for!

Become the Oncidium foundation's next Manager of Office Operations!

Who is Oncidium foundation?

The **#Oncidiumfoundation** is a **#non-profit** and **#public-benefit** organization that aims to support and accelerate the development of **#radiotheranostics** for **#cancer care** with the objective of improving **#patient access** **#worldwide**. Radiotheranostics represent an innovative technology in **#nuclearmedicine**, using both a **#diagnostic** and **#therapy** tool, to detect and treat the same disease. Administered orally or by injection, radiotheranostics could represent a viable option and potentially be lifesaving and enhancing for people living with cancer. [Learn more.](#)

There is still a lot to be done to **#raiseawareness** among doctors, oncologists, patients and the general public about the functioning and benefits of this new diagnostic/therapeutic approach and thus, to **#enhanceavailability** globally. **You are interested, cause-driven, and hands-on?**

Make this quest yours by joining our team and give your career a new meaning 

How will you make an impact?

- General administrative tasks:
 - Composing business interaction and organizing the reports and documents
 - Managing foundation facilities, administrative assets and any of business partnership related
 - Assisting in other related administrative actions assigned on diverse projects
- HR responsible: Coordination with insurances, meal vouchers, salaries, expense reports and other assigned tasks.
- Travel Arrangements: Coordinate, book/schedule, all travel arrangements including flights, trains, hotels, etc.
- Sales and Marketing Support:
 - Coordinate the Oncidium foundation's participation in and schedule the Oncidium foundation team to attend association events/congresses/etc.
 - Coordinate outside marketing consulting support (brochures, displays)
 - Powerpoint Presentations
- Invoice & account handling:
 - Encoding supplier's invoices and managing the follow-up

- Creating invoices and monitoring the workflow in collaboration with the Oncidium team
- Maintaining expense documents and following up the payments

The perfect match? 🎯

You have:

- ✓ A degree in Executive Assistant (or equivalent education)
- ✓ Excellent communication skills in French and English (oral, spoken and written). Additional language is a plus.
- ✓ Interest in Nuclear Medicine and Oncology
- ✓ Excellent computer skills and general knowledge in Microsoft Office (Microsoft Outlook, Excel, Word, Adobe reader/creator, PowerPoint, etc.). Knowledge in Adobe creative Suite is a plus.

And you are:

- ✓ An outgoing person with excellent interpersonal communication skills
- ✓ A team player, able to create relationships at all levels, but also to work autonomously according to priorities and in a structured manner
- ✓ Multitasked and resourceful, ready to tackle any new programs, processes, or tasks
- ✓ Able to manage your time efficiently and independently
- ✓ Based in Belgium

What do we offer? 🇧🇪

- You will play an important role within the foundation by contributing to its proper functioning and enabling the team to work smoothly and efficiently
- A full-time schedule in a nice working environment
- A fixed-term contract (with an open-ended contract possibility) to invest and serve our mission with equally passionate colleagues

Looking forward to meeting you! ✨

Send your CV to contact@oncidium-life.org