

Administrative Assistant Confo Therapeutics N.V.

Job description:

Confo Therapeutics, a spin-off of VIB and VUB, is a drug discovery company built around a disruptive technology which enables it to address 'undruggable' GPCRs. The company is building a portfolio of transformative medicines in various disease areas. Confo Therapeutics is currently located on the Technology Park in Zwijnaarde/Ghent and on the Etterbeek campus of the Vrije Universiteit Brussel. More information about Confo's technology and strategy can be found on www.confotherapeutics.com.

For the expansion of our corporate team in Zwijnaarde/Ghent we are currently looking for an (m/f):

Administrative Assistant

Your responsibilities:

- Perform basic accounting tasks and provide support to the Financial Department with administrative tasks as needed
- Implement and manage the contract administration system: organize and maintain all legal files and documents
- Maintain and update regularly a Corporate data room and assist in due diligence
- Assist in Human Resources activities
- Organize travel for the Management team

Your profile:

- Strong administrative and organization skills
- Familiarity with legal and financial terminology and procedures
- Biotech experience is a plus
- Collaborative work style, accurate and self-motivating
- Proven ability to handle sensitive and confidential information
- Enthusiastic team player in a start-up company setting
- Good communication skills in English and Dutch
- Good knowledge of Microsoft Word, Excel, PowerPoint, Outlook

Our offer:

- A competitive compensation package with extensive benefits
- An entrepreneurial and stimulating working environment in a growing and ambitious biotech company
- Possibility to start part-time

Do you have the right qualifications and are you up to the challenge of joining our entrepreneurial team? Then forward a short motivation letter and your CV to careers@confotherapeutics.com