

infarAMA was founded in 2008 by a merger of Infarmed and RA-Management.

InfarAMA provides services to companies in the health care sector including regulatory affairs, quality translations for medicines, plants, medical devices, cosmetics and food supplements.

We are currently looking for a (m/f):

ADMINISTRATIVE ASSISTANT

Job description

- As Administrative Assistant you will work closely with the Office Manager.
- You are responsible for the daily administrative and organizational support.
- Agenda management, mail management (retrieve, distribute, prepare and send), filing, follow up on specific documents, organize meetings, provide correspondence, prepare bank transfers and control bank extracts, order office equipment, debt collection, invoice management (purchase / sale), general managing of calls and emails and take action when needed, etc. are part of your standard tasks.

Required Profile

- You can look back on a successful experience as administrative assistant.
- You are organized, proactive and stress resistant.
- You are a dynamic person and have an eye for detail.
- You have an excellent knowledge of MS Office package.
- Discretion and flexibility characterize your work style.
- You speak and write perfect English, Dutch and French.
- You preferably hold a bachelor degree.

Offer

- A varied job in a dynamic and growing environment.
- Employment in Alken.

Contact

Contact the office manager by email office.manager@infarama.be or by phone 011/31 26 16.