

Following the expansion of our activities in Strombeek-Bever, we are looking for a motivated
Office & Accountancy Manager

About infarAMA

infarAMA is an independent consultancy company providing high standard professional expertise in global regulatory affairs, quality assurance, vigilance and translation services to the health care industry within Benelux.

infarAMA is headquartered in Alken and has a brand-new subsidiary in Strombeek-Bever.

Key responsibilities

- Assist the Managing Directors and give support to the whole Infarama team
- Manage the monthly invoicing process
- Maintain contact with customers to ensure invoices are clear for payment
- Collect all debts and customer payments timely and effectively
- Check incoming invoices and prepare bank transfers
- Write and implement administrative operating procedures according to Infarama standards
- Provide adequate training regarding Infarama procedures to staff
- Handle agenda, call, correspondence and mail management
- Organize and prepare meetings
- Ensure business continuity and manage the office equipment
- Back-up the Translation Officer for coordination and follow-up of translation orders
- Back-up the Contract Manager for quotations, service and non-disclosure agreements, etc.

Required profile

- At least a bachelor degree and several years of relevant experience
- Fluent in English, Dutch and French with excellent oral and written communication skills
- Strong knowledge of current software
- Discrete, flexible and reliable
- Organized, meticulous, customer oriented and stress resistant
- Enthusiastic, dynamic, proactive and ability to multitask
- Able to work both independently and in teams

Offer

- A varied job consisting in challenging multi-disciplinary tasks in a dynamic and growing environment
- Workplace mainly in Strombeek-Bever

Applications

Interested? Send your resume and application letter to p.vandenweghe@infarama.be

For more information, feel free to contact us.