



Office Manager | Team Assistant

Agomab is a young and dynamic biotech company developing medicines for patients with inflammatory and fibrotic diseases, including Crohn's disease. We are headquartered in Gent with offices in Antwerp and Barcelona; and laboratory facilities in Turin and Touro.

We are looking for an experienced Officer Manager | Team Assistant for our office in Antwerp, Belgium. The role will be responsible for the day-to-day activities in our office, will provide general administrative support to the R&D and Legal organization and will be responsible for travel arrangements and booking.

Who are we?

We are a highly motivated team, valuing ownership, trust, humility and courage in everything we do. We focus on pioneering science and getting results within an environment of continuous self-improvement.

What will you do?

- You will be the face of the Antwerp office (so expected to be at our office in the Antwerp-Berchem site 2-3 days per week)
- Day-to-day office management and procurement of office supplies
- Travel planning and booking
- Internal and external event and meeting organization and management, including coordinating with our teams in Italy and Spain as needed
- General administrative support
- Facilitate onboarding of new employees, making sure they have everything they need and are off to a great start
- Assist in filing of legal materials

Who are you?

- Office all-rounder with a can-do attitude and an eye to spot work before anyone else does
- Bachelor's degree would be a plus
- Strong general administration and organizational skills
- Experienced in event and travel planning, preferably in an international context
- Excellent interpersonal skills and the ability to work flexibly and autonomously, in small teams and with a wide range of stakeholders
- Proficient in the use of the Microsoft Office suite of products, including Word, Excel, PowerPoint and Outlook
- Experienced in setting up/using Sharepoint is a plus
- Discreet and committed to maintaining confidentiality of sensitive information
- Experienced in an R&D biotech or start-up environment is a plus
- Fluency in English, written and oral, is a must

What we offer

- The opportunity to develop pioneering science in a young biotech company
- Challenging and innovative work environment as part of a driven team
- Flexibility and responsibility based in Antwerp with remote working options that can be tailored for you
- Competitive salary and benefits
- An agile and fast paced environment

Interested in having a high-impact contribution in a growing company? **Send your application to HR@agomab.com** to the attention of Paul van der Horst, Chief Business Officer and join the team! Please be aware, Agomab is not working with any recruitment agencies so please reach out directly.

Visit us at: www.agomab.com