



Office & Sales Assistant

Flen Pharma is an international, entrepreneurial, family owned wound and skin care group headquartered in Luxembourg with local subsidiaries in Belgium, the Netherlands, Germany and the UK and a network of distributors in other countries. In Belgium, where Flen Health started in 2000, it is market leader with its products Flamigel and Flaminal due to dedicated people and innovative products, both inspired by our motto: **Live the life you love**

Flaminal and Flamigel are patented wound care product sold to hospitals and health care professionals. Flamigel is sold over the counter in a range of European countries. Flen Health research department has a pipeline of new products in development with product launches foreseen end of 2018 and in 2019.

We are looking for an experienced **Office and Sales assistant**

We offer a dynamic and innovative environment with an international exposure, located in Kontich.

Your qualities and qualifications

- Very good communication skills, written and oral
- Able to work independently
- Proactive and flexible
- Good knowledge in Microsoft Office
- Bachelor degree or equivalent
- Dutch mother tongue level and French very good spoken and written
- Good knowledge of English

Your duties and responsibilities

- Act as a first point of contact for clients and visitors
- Reception and office management
- Organize and coordinate sales meetings and events
- Booking travels, hotels and restaurants
- Follow up the budgets of the sales teams for congresses, meetings, lunches, ...
- Administrative support for the sales teams
- Back up for the orders from wholesale and hospitals
- Assist sales meetings , providing meeting minutes
- Ensure efficient filing and documentation

You have a dream? So does Flen Pharma: we dream of people living the life they love. And you?

We are looking forward to your application : jobs@flenpharma.com