

VACANCY FILE

Vacancy	:	ADMINISTRATION ASSISTANT
Contact	:	Franck Vernier HRD
Full-time/part-time	:	Full Time
Location	:	Esch-sur-Alzette (Luxembourg)
Starting date	:	As soon as possible
Type of contract	:	Permanent



Flen Health; Where Vision meets Reality.

Flen Health is an international, innovative wound care group with companies based in Luxembourg, Belgium, Netherlands, Germany and UK.

In a few years' time, it gained a leading position in the Belgian wound care market, its Home market and is working towards reaching this on an international level. This result is due to a twofold reason: (1) dedicated people (2) products combining innovation with significant progress in wound care, inspired by our motto: ***We help you live the life you love.***

We are looking for an *Administration Assistant*, for immediate start, based in Esch-sur-Alzette (Flen Health Headquarter - Luxembourg).

Tasks and responsibilities:

- You assist and support the European Heads of R&D in fulfil administrative R&D projects related tasks in order to deliver an efficient service that corresponds the quality objectives of Flen Health with respect of due time delivering,
- Assist the administrative tasks of the laboratory related to the development of new products for the topical treatment of wounds and other skin disorders,
- Participate to comply with quality and R&D documentations, assist in writing bibliographic researches and in compiling projects,
- Assist for order and follow-up of administrative office material, laboratory material and catering material.
- Manage the delivery of samples for R&D department,
- Guarantee a friendly reception of clients/ Customer service (external) and with Flen Health people (internal) by phone or face to face in order to contribute to Flen Health's professional image,
- Manage R&D administration, playing an intermediate role in harmony with other Flen Health actors on any R&D arrangements,
- Manage all the R&D administration/governance dedicated to the Flen Health scopes,
- Incoming calls, mail management,
- Respect the quality and company procedures that are related to the whole R&D process and follow up administration.

Qualifications requirement:

- Fluency in English and German
 - Required languages:
 - English: C1 - C2
 - German: B2 - C1
 - French and Dutch: would be an advantage,
- Proficient in written and oral communication,
- Accuracy, reliability and analytical ability,
- Planning & organizing, quality minded,
- Team player, diplomatic, respect people and open minded,
- Reliable, self-motivated, and interact well in a team environment,
- Excellent organizational skills and attention to detail required,
- Must be able to handle multiple assignments concurrently and have the capacity to produce high quality results across multiple projects while working under pressure of short deadlines,
- Ability to work independently as well as a team player,
- Business partner and customer service-oriented working with varied personalities inside and outside of the corporation,
- Good interpersonal communication skills.

Education:

- Bachelor or Executive Assistant certificate,
- And/or Degree in scientific/medical devices administration or similar through working experience.

Overall knowledge:

- Familiar with MS Office and database applications,
- Knowledge of Sage 100 Trading and MS project would be an asset.

We look forward to receive your application at the following email address:
recrutement@flenpharma.com