



Executive Assistant to the Chairman

Flen Health 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.

To support the executive Chairman, we are looking for an experienced **executive assistant**.

We offer a dynamic and innovative environment with an international exposure, located close to Esch-sur-Alzette in the House of BioHealth.

Your qualities and qualifications

- Excellent interpersonal skills
- Business acumen
- Excellent communication skills, written and oral
- Able to work independently
- Proactive and flexible
- Uphold a strict level of confidentiality
- Strong organisational skills with impeccable multi-tasking abilities
- Confident in dealing with people of all levels of seniority
- Stress resilient
- Highly proficient in Microsoft Office
- Bachelor or Executive Assistant certificate
- 15+ years of experience of which 5 years as PA to a chairman or similar position
- English and German, any other language is an asset.

Your duties and responsibilities

- Act as a first point of contact for the executive Chairman
- Coordinate the executive Chairman's communication, delegate upwards when needed
- Manage the executive Chairman's agenda
- Manage the executive Chairman's travel and accommodation
- Organize and coordinate meetings and events
- Prepare management and other meetings, including presentations
- Assist management and other meetings, providing meeting minutes
- Ensure efficient filing and documentation
- Liaise with staff, clients and providers

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

We are looking forward to your application in English : recruitment@flenhealth.com