



HR & Office Assistant

Location: Merelbeke, Belgium

Job description

Ziphius Vaccines is a pharmaceutical company that focusses on the development of RNA-based vaccines and therapeutics.

As an HR & Office Assistant, you will assist our HR Manager in finding the right talent to support our R&D projects. In doing this, you will focus on setting up recruitment campaigns and establishing an employer branding strategy. Additionally, you will support onsite staff by owning administrative responsibilities and ensuring that the office is running smoothly and efficiently. You will be working in a young and dynamic environment where collaboration and teamwork are encouraged.

You will be responsible for:

- In cooperation with the HR Manager and Communications Manager, you will be responsible for:
 - Setting up recruitment campaigns and events to increase the inflow of candidates
 - Managing our participation in the most relevant recruitment events
 - Creating & Implementing an Employer Branding strategy
 - Analyzing & Assessing our Employer Branding performance through various channels
- Talent acquisition: ensuring that the recruitment needs of the organization are met and that a qualitative influx of candidates is guaranteed
- You will provide general, administrative support to our HR Manager
- In addition, you will be responsible for managing day-to-day operations to optimize a workplace environment housing 30+ colleagues:
 - Ordering, maintaining, and repairing of office equipment and IT supplies
 - Assisting with new hire onboarding by taking ownership of workstation and software system setup
 - Coordinating trainings for health and safety related requirements (f.ex. emergency evacuation plans)
 - Scheduling travel itineraries and coordinating related arrangements
 - Planning special events as needed

Preferred qualifications

- You hold a bachelor or masters degree, preferably related to human resources, office management, or equivalent by experience
- Juniors are welcome, high interest in HR is a must
- Experience supporting biotech/start-up companies is a plus
- You are dynamic, creative and have an upbeat, pleasant personality
- You are a people-person and are able to enthuse potential candidates with our company story
- You are fluent in Dutch and English, both verbally and written. French is a plus.
- You have excellent organization and planning skills and can efficiently manage tasks and time

What we have to offer

The position is full-time. We offer you a challenging career in a dynamic and fast-growing company, including opportunities for strong personal development within a multidisciplinary environment. We offer a market-compliant salary, including an attractive package of fringe benefits. Besides an interesting job, we pay attention to a pleasant working environment and a healthy work-life balance (f.ex. 12 ADV days on top of the 20 legal days off, sliding hours, free fruit, sports classes).

Why Ziphius Vaccines?

Ziphius Vaccines' team consists of a well-balanced, diverse group of people with complementary skills. The team members are united by their common passion for health care and entrepreneurship. Ziphius has a culture of creativity and innovation, supported by its values that include Transparency, Respect, Courage and Integrity.

*** **

A CV as well as a motivation letter can be forwarded by email to HR@ziphius.org.