



R&D office assistant

Location: Merelbeke, Belgium

Job description

Ziphius Vaccines is a biotech company that focusses on the development of RNA-based vaccines and therapeutics. We are currently looking for a **R&D office assistant**. You will be working in a young and dynamic environment where collaboration and teamwork are encouraged.

You will be responsible for:

- Requesting and comparing quotes, and ordering of lab materials and equipment
- Keeping oversight of orders
- Receipt and intake of delivered goods
- Keeping oversight of maintenance contracts for all equipment
- The preparation of appropriate documents relating for shipment of the various samples; you will also be responsible for receiving new samples and further administrative processing

Preferred qualifications

- Degree requirements: Professional Bachelor in a scientific discipline or Office Management with working experience in a scientific environment
- Strong written and oral communication skills in English
- You act according to Ziphius' core values of respect, integrity and responsibility
- You work meticulously, correctly and with an eye for detail according to existing procedures and agreements
- You contribute to a positive working atmosphere where continuous learning, development and cooperation are in the foreground
- You enjoy working in a multidisciplinary setting and deal correctly with different personalities and opinions
- You can monitor several activities ; you can switch quickly from one task to another

What we have to offer

The position is full-time. We offer you a job in a dynamic and fast-growing company. 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.

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 science. 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.