

Montis' mission is to therapeutically exploit cellular interactions between perivascular macrophages and tumor vasculature to drive and sustain immune reactions against solid tumors. Montis is currently searching for an enthusiastic and dynamic multilingual Office Manager/junior accountant to join the team and help build up the company. In this function, you will be in charge of all operational aspects of Montis and help create and maintain a pleasant work environment, be it for colleagues or visitors. This includes managing office, IT and lab supplies/equipment, managing agendas, setting up and organizing business trips, assisting management in the preparation and follow-up of meetings, assisting in HR, accounting and financial reporting. You will be fully involved in the daily life of the company, and by such participate to its success. If you are interested in joining us, please send us your curriculum vitae as well as your motivation letter at info@montisbio.com.

Looking forward to meeting you,

The Montis Biosciences Team

Responsibilities

1. Office manager

- Plan and coordinate administrative procedures and systems
- Impulse a corporate spirit by being available to employees and address requests of different types
- Welcoming our visitors: consultants, candidates, clients,...
- Answering & transferring phone calls
- Managing the office supplies and maintenance
- Co-manage lab supplies & orders
- Managing incoming deliveries & mail
- Travel management: reservation of train, plane and hotel tickets
- Manage contacts with the building manager
- Manage relationship with our IT provider
- Contact person in case of ICT issues / problems

2. Junior accountant

- Register cost invoices, allocate appropriate budget lines to all incoming invoices and expense claims
- Obtain the approval for all incoming invoices
- Check invoices with the services contract.
- Day to day accounting entries
- Helping with internal closing files
- Helping with internal/external audit
- All ancillary secretarial and administrative duties in connection with the above, maintain a close liaison with the purchasing department.

Profile and competences

- Bilingual or even trilingual: Dutch - English (- French)
- Extensive knowledge of MS office
- Agenda management and administrative management

- Planning and organizing
- Sense of responsibility and ethics
- Centipede?
- Team-spirited, Independent and versatile
- Resilient
- 2 years of experience as an office manager and / or junior accountant

Offer

- Full time 38h/week
- Salary
- Hospitalization insurance
- Meal vouchers
- Ecocheques
- 20 vacation days + 10 extra legal days off
- Employment in a dynamic start up

Place of employment

Gaston Geenslaan 1, 3001 Leuven