

OVIZIO is looking for a:

FINANCIAL & ADMINISTRATIVE ASSISTANT

ABOUT OVIZIO

Ovizio is a dynamic start-up with 17 people. We develop and sell unique microscopes that serve the Life Sciences industries. We are looking for a colleague to support us as Financial & Administrative Assistant. You will report to our Finance Manager but interact with most employees in the company. Our office is located in Uccle (close to Calevoet and Moensberg train station).

YOUR JOB

- Process incoming & outgoing invoices and manage payments in our ERP system (Odoo).
- Act as the primary contact for personnel matters (payroll, benefits, holidays, absences, fleet), process expense reports, on-board new hires
- Organize the logistics of receiving and shipping of goods
- Managing the well-being of the office: office supplies, facilities, answering the phone, attend to visitors, organize company events

YOUR PROFILE

- Bachelor's degree in finance or administration (or equivalent)
- At least 2 years of professional experience in a similar position
- Proficient in MS Office applications (Word, Excel, Outlook) and modern communication tools (Mac or PC)
- Experience working with an ERP system (experience with Odoo is a plus)
- Demonstrate ability to multitask
- Profound organizational skills, reliable, punctual, interest to work with numbers and detail oriented
- Excellent of communication skills and service oriented
- Language skills:
 - French or Flemish native language
 - Additionally good verbal communication in Flemish or French as second language
 - Excellent written and verbal communication skills in English is required

OUR OFFER

- Job Type: Full-time, Permanent
- Interesting and challenging tasks in a dynamic technology company with international aspirations active in Life Sciences.
- The opportunity to take on more responsibilities as you grow in your job (e.g. sales support, marketing support)
- An attractive and market conform salary package with benefits (meal vouchers, phone, hospitalization insurance, group insurance)

LOCATION

- Brussels (Uccle)

APPLY FOR THIS JOB

To apply for this position, send your cover letter and CV to the attention of Catherine Vanderhoeven, Finance Manager, at jobs@ovizio.com, mentioning "Financial & Administrative Assistant" in the subject line.