

TO GROW OUR TEAM IN EYNATTEN (BELGIUM) WE ARE LOOKING FOR:

ADMINISTRATIVE ASSISTANT (M/F/D)

PERMANENT CONTRACT IN PART TIME

Founded in 2008, STERISYS is now one of Europe's leading providers of sterilization systems for medical devices and robotic handling solutions for the pharmaceutical industry. Based in Belgium and Luxembourg, our team of over 30 passionate professionals works every day to shape the future of healthcare.

YOUR TASKS

- Participation in administrative and organizational processes to relieve the team
- Organization of trainings
- Preparation of presentations, reports and various applications
- Preparation and processing of national and international correspondence
- Support with scheduling within the team
- Ordering office supplies and general office management

YOUR PROFILE

- First experience in the field of assistance / secretarial work
- Independent, structured and careful way of working
- Sense of responsibility and organizational talent
- Confidentiality, social competence and discretion
- Very good knowledge of German or French; good knowledge of English

WE OFFER

- Independent work in an international, innovative, and friendly environment
- A structured onboarding program that helps you get to know your future role, our company and our industry step by step
- Flexible working hours
- Opportunities for personal and professional growth with regular training and development programs
- An attractive salary package with additional benefits

ARE YOU UP FOR A NEW CHALLENGE?

Then send us your resume + cover letter by email to
careers@sterisys.eu