

Job opportunity at Aelin Therapeutics

Part-time Purchase & Office Assistant (based in Ghent, Belgium)

Aelin Therapeutics is a biopharmaceutical company pioneering peptide-based novel drug modalities to create powerful first-in-class antibiotics and agents against high-value undruggable human targets in oncology. The technology, branded Pept-ins™, harnesses the power of protein aggregation to induce specific functional knockdown of a target protein. The Pept-in™ technology allows for the rational design of novel peptide-based therapeutics and differentiates itself from other therapeutic modalities through its unique mode of action, its designability and broad target space. Aelin Therapeutics is seeking to expand its motivated and innovative team to realize the therapeutic potential of Pept-ins in the field of oncology. The company is located in Leuven and Ghent, Belgium. The position is vacant for activities in Ghent.

For more information please visit www.aelintx.com.

Profile

As our Purchase & Office Assistant you will ensure the administrative follow-up of all orders, deliveries and invoices from suppliers. You will undertake general office administration tasks and carry out assistant duties for the Senior Management Team. You will also be the administrative go-to person within the company.

Responsibilities

The office administration duties consist of:

- You work closely with the Head of Finance, and take care of purchasing orders, follow up of approval of invoices, payments, obtain documents for creation of suppliers, liaise with suppliers on prices and delivery times.
- You ensure that all invoices (in and out) find their proper way in our organization.
- Liaise with suppliers, ensure the negotiation of new contracts and follow up on existing contracts
- Oversee procurement requirements using the procurement application BIPP
- Support the day to day running of the offices including logistics support, office supplies and landlord relationships in the Leuven and Ghent office.
- Provide efficient and effective daily administrative office management
- Coordinate travel arrangements, including booking transport and accommodation

Key skills

- You have a relevant administrative and accounting/purchase background, and experience in a similar role
- Full proficiency in English and Dutch; other languages will be an asset
- You have excellent interpersonal, organisational and time management skills
- You have good MS Office 365 skills and the ability to learn new software applications
- You have an aptitude for figures and good attention to detail
- You have a demonstrated ability to prioritise tasks and manage work efficiently
- Proactive, dynamic, flexible and able to work under pressure with a professional attitude
- You are willing to take on other key projects as may be assigned from time to time.



Our offer

- A competitive salary and benefits package
- Part-time employment contract - the exact working schedule can be determined by mutual agreement
- An entrepreneurial and stimulating working environment in an ambitious start-up biotech company

Do you have the right qualifications, a bright mind, sharp instincts, collaborative spirit, and innovative vision and are you interested in joining our entrepreneurial team? Then forward a short motivation letter and your CV to careers@aelintx.com