Job Title: Office Manager / Project Planner



OCTIMET Oncology NV is a new company that acts as a translational accelerator, focusing on creating value for investors and patients by providing rapid clinical proof of concept for cancer therapies through innovative clinical development strategies and patient centered biomarker approaches. OCTIMET was set-up in 2016 and is run by a highly experienced management team. The current focus is on its clinical stage asset OMO-1, a highly selective small molecule MET inhibitor that will be developed with specific biomarkers.

OCTIMET has recently secured EUR 11.3 million in a Series A investment round, enabling the company to accelerate the development of OMO-1 as single agent or in combination with standard of care and targeted agents for the treatment of solid cancers. In order to strengthen our team we are currently looking for a Office Manager & Project Planner.

Roles and Responsibilities:

- Office management including taking minutes of meetings, preparing presentations, writing mails/reports managing calendar and expenses
- HR support
- Project Planning support
- Support finances in a day to day basis including.
- Manage invoices, payments to suppliers and external bookkeepers
- Track spend against budgets.
- Manage expense claims from team

Experiences and expertise required:

- Bachelor Degree in Business Administration or equivalent
- 5-10 years experience in Office Management
- Working experience in Pharmaceutical Industry, preferable in a small biotech company
- Basic knowledge in Project Management
- Basic Knowledge in HR and payroll administration
- Excellent organisation skills
- Proficient English negotiation skills
- Proactive and dynamic working attitude
- Capable of working in a virtual environment
- Capable of dealing with multiple different tasks in parallel

To apply, please send your CV and salary expectation to:

OCTIMET Oncology NV

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