

# Executive Assistant

Incize, a Belgian hi-tech/R&D start-up, is looking for a candidate who is majoring in administration and management.

The candidate should be prepared to work in a fast-paced and innovative/hi-tech environment, and will rapidly gain a broad experience in various aspects of administration, executive assistance and relationships building.

This is a full time job that requires high levels of dedication and discretion. The candidate has to engage to a strict confidentiality practice.

## Responsibilities as Executive and administration Assistant

- Assist CEO with administration tasks
  - Contracts, NDAs and agreements with clients, suppliers and administration
  - HR related administration (renewal of work permits procedures, etc.)
  - Meetings organization and pre-/post-preparations
  - Meeting minutes, action items and follow-ups
  - Travel planning and reservations
  - Handle in and out post
  - Office supplies
- In charge of new regulations application (GDPR)
- Identify obstacles and difficulties in operation and suggest solutions
- Support the team in Belgium with all administrative tasks
- Proof read reports and official documents in French
- Handle all communication with the Belgian administration and funding organizations

## Profile

- Management assistance/administration degree
- Bilingual in French/English, with an extra for excellent knowledge of Dutch
- Excellent organisational and communication skills
- Accuracy, precision, availability and punctuality
- Team player as well as able to work autonomously
- Committed, result oriented with an analytical mindset and a quick learner
- Strong reporting, presentation and communication skills
- Able to practice discretion when handling confidential information
- Professional attitude and stress resistant, excellent organization and coordination skills
- Excellent knowledge of Microsoft office (Word, Excel and PowerPoint)

## What to expect

You will be actively involved in the development of our business and will have your place as a member of our team from day one. You will have a rich opportunity to learn, develop and accumulate an international experience working closely with our customers and partners around the world.

- A friendly, flexible and international work environment
- Lots of freedom and chance to show and execute your own initiative and ideas
- A genuine start-up experience
- Infinite opportunities to learn

## Location

Louvain-la-Neuve, Belgium

## How to apply

Please send your CV and a cover letter to [info@incize.com](mailto:info@incize.com) with a subject line ExecAss01\_2018\_*surname*.

## About Incize

Incize is a company offering characterization and modeling services of devices and materials used for RF applications. Incize also provides radiation hardness test services. We work with foundries and fabless companies around the world. Incize is based in Louvain-la-Neuve, Belgium.

Visit [incize.com](http://incize.com) to find out more.