



Office Administrator

Part-time or full-time position

ImmunXperts offers a wide range of Immunology services with a strong focus on immunogenicity and immuno-oncology. The offerings include in vitro assays to assess the immunogenic potential of test molecules using T cell activation and proliferation assays as a surrogate marker for the induction of Anti-Drug-Antibodies. On the immuno-oncology side, ImmunXperts develops in vitro assays to assess the functionality of candidates. ImmunXperts is your partner of choice for the development and customization of cellular and molecular assays and for assistance with protocol optimization and in-house training.

Job Description

ImmunXperts is looking for an Office Administrator to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Office Administrator responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors and providing general administrative support to our employees. A successful Office Administrator should also have experience with a variety of office software (email, spreadsheets and presentation tools) and be able to accurately handle administrative duties.

Ultimately, the Office Administrator should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation.

Key responsibilities

- Serve as the point person for Office Administrator duties including:
 - Maintenance
 - Mailing
 - Supplies
 - Equipment
 - Bills
 - Errands
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Create and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment



- Coordinate with accounting to ensure timely payment of invoices and correct recording
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Address employees' queries regarding office management issues (e.g. stationery, hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site activities, like parties, celebrations and conferences

Requirements

- Outstanding communication and interpersonal abilities
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software (ERP etc.)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Excellent English and French (written and spoken) skills
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Contact

Please send your motivation letter and CV to info@immunxperts.com