

Office Manager

The **Belgian Inflammatory Bowel Disease Research and Development Group** (BIRD vzw; <https://www.birdgroup.be>) is a Belgian non-profit organization with the mission to improve the knowledge of inflammatory bowel diseases (IBD). BIRD conducts multicenter investigator-initiated studies on treatment strategies and quality of care and organizes educational activities including an annual two-day congress.

The BIRD is the official representation of all Belgian healthcare professionals from academic and non-academic centers including physicians, (study) nurses, researchers and other paramedics involved in the care for patients with IBD. We collaborate closely with patient organizations and interact with our pharma partners and the Belgian regulatory authorities.

The **BIRD office team supports the daily operation of the BIRD**, which currently counts 3 staff members: a COO/Senior Clinical Project Manager, a Junior Clinical Project Manager/Senior CRA and an office manager.

We are looking for a motivated, well organized and dynamic Office Manager with a high level of independence to join and support our BIRD office team.

Position

The new Office Manager will support the BIRD with administrative and operational tasks. You need to be able to organize and troubleshoot your work independently, document it thoroughly and communicate with the team in a transparent and professional manner.

What you will do:

- Provide general administrative & operational support, for example:
 - Support in the organization of BIRD events such as General Assemblies, educational trainings, partner meetings, advisory boards, and our annual 2-day November congress. Planning of the annual congress involves a high level of organization, attention to detail, balancing of multiple priorities, and liaizing with external vendors
 - Support financial administration: efficiently manage incoming invoices (control, payment...) and outgoing invoices (creation, follow-up of payment), preparation for accounting
 - Maintain and update the website, translate texts for the website
 - Create and update the e-learning modules
 - Communication – social media – send out announcements to our members
 - Management assistance: planning meetings, creation meeting minutes
 - Preparing (lay-out) presentations
 - Follow-up on e-mails/requests
 - Support HR administration: perform basic administrative tasks
- Administrative support in the context of clinical trials (e.g. support in submission to ethical committee/competent authorities, creating study material, invoicing/payments...)

What we expect:

- Bachelor's degree (e.g. health care management, office management)
- At least 1-2 years' work experience in a similar role
- Full working proficiency in English and Dutch and/or French
- Belgian resident
- Proficiency in MS Office: MS Word, Excel, PowerPoint
- Strong communication, collaboration, organizational and time management skills
- The interactions with many different stakeholders require very good interpersonal skills
- Proactive, flexible and problem-solving attitude, and efficient in time management
- Team player who can work independently in a small team and communicate with the team in a transparent and professional manner
- Experience in clinical trials is a plus

What we offer:

- Very dynamic, small but growing non-profit organization with core mission to improve patient care through facilitating research and organization of educational events (including the annual congress)
- Enthusiastic colleagues with different profiles
- High degree of freedom and flexibility with partial home work; usually 1-2 office days per week at our Zaventem office
- A possibility to work parttime (80%)
- A salary in line with your experience and skills
- Extra-legal benefits including meal allowance, home allowance, group insurance, mobile phone and subscription, laptop, printer, reimbursement of public transport
- The opportunity to help shape the future of a non-profit organization and to play a part in helping to further improve the care of patients with IBD

Interested?

For more information please contact Ingrid Arijs (ingrid.arijs@birdgroup.be)

All applications must include:

- A presentation letter describing your motivation
- A full CV including contact details
- Two contacts for further references