

Company Assistant: Jack of all trades

- **MBO**
- **28-32 uur/week**

Enzyre, a spin-out of the Radboudumc, is located at the Novio Tech Campus in Nijmegen, The Netherlands. We are a rapidly growing company with a dynamic and inspiring SME culture. Our goal is to bring the laboratory to the patient by developing a bio-diagnostic point-of-care platform able to measure multiple biomarkers in just a few drops of blood by either the patient at home or nearby the patient by healthcare workers. We are looking for a flexible hands-on company assistant willing to work in an inspiring team in a flat organization with social impact. Are you also interested in point-of-care developments and are you curious about what it's like to work in the medtech industry? Then read on!

Enzyre is a young company with a young team working on a high-tech medical device. We are building a point-of-care platform called the EnzySystem. The EnzySystem consists of three elements: EnzyPad, EnzyCard and EnzyApp. The EnzyCard is a small credit card-sized disease-specific disposable card containing all the reagents and controls to perform up to sixteen analysis reactions simultaneously. The EnzyPad is a handheld card-reader, whereas the complete EnzySystem is controlled by its software the EnzyApp.

Responsibilities

The company assistant has a drive to support the growing team with a variety of tasks. We are basically looking for a “jack of all trades” who is willing to perform a number of tasks needed to keep the daily operation running.

Your tasks will be amongst others:

- HRM administration, managing personnel files, planning the onboarding, managing contracts.
- Managing office supplies and IT supplies
- Support of the controller: e.g., booking invoices, managing supplies data
- Ordering of goods
- Receiving, booking and inspection of incoming goods according to our QMS system
- Guiding external maintenance of lab equipment
- Planning travel arrangements and bookings
- Organizing company meetings and events
- Answering the telephone and managing mail.

Required Education / Experience:

- MBO education, office management, facility management, and/or financial administration.

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- Affinity with the development of medical, IVD or Lab products
 - Experience working in a start-up environment is a pré.
 - Experience with a quality management system is a pré.

Competencies:

- Supportive attitude
- Able to work independently and without supervision.
- Able to take initiative.
- Good communication and social skills
- Organizational talent and good planner
- Problem-solving thinking ability
- Open personality with an eye for detail

We offer as conditions of employment:

- A challenging position in a fast-growing mid-sized informal company.
- 7-month contract with the intention of extension.
- **Salary level:**
 - Competitive salary.
 - We offer additional benefits based on your performance, experience and qualification.
 - Travel allowance or public transport reimbursement.

Holidays: 25 holidays and holiday pay.

Place of employment: Inspiring working place on the Novio Tech Campus in Nijmegen, The Netherlands.

Are you the person we are looking for to join our fast-growing team?

Please apply before March 15th, 2022

Send us a motivation letter and your personal resume (rachel@enzyre.com).
For more information: rachel@enzyre.com. **Website:** www.enzyre.com

Recruitment agencies are asked not to respond to this job posting.