

Founded in 2012 in Brussels, **Alertox** is a SME active in the promotion and development of cutting-edge alternatives to animal testing also called **new approach methodologies** (NAM).

Focused on alternatives to animal testing in toxicology and 3Rs, Alertox vision is to MAKE people BETTER scientists. Their expertise in training and congress organization, in public affairs and their network, including the best experts, allow us to support their mission of developing optimal use of alternatives to animal testing.

Based on its strong expertise in in vitro toxicology, Alertox is also the right partner for guidance and advice on alternative method development and consolidation.

As a leading innovator, they help their clients to implement a real NAM strategy and so be prepared for the phasing in of NAMs in science by 2026.

Find out more about the company on their website: <https://academy.alertox.be/>.

In order to strengthen Alertox's team, we are looking for an Office Manager:

## Office Manager

### RESPONSIBILITIES

Reporting to the CEO, you play a central role in the organization by supporting the management team and the team in various administrative tasks, thereby ensuring the smooth daily operation of the company.

#### **Administration (40%)**

- Draft and submit subsidies
- Send invoices to customers and reminders and pay suppliers.
- Submission and distribution of payslips for salary payment for French, Belgian employees and freelances.
- Office installation and set-up.
- Organize weekly team meeting and quarterly team buildings.
- Organize logistics for trainings and events (e.g. room booking, catering etc..).
- Perform basic accountability operations.
- Book missions for employees with company credit card.
- Ensure internal processes are respected.
- Support any other team member when required (Congress organization, EU projects meetings, Trainings, Communication or any other duties assigned by the CEO)

#### **Human Resources Administration (40%)**

- Draft contracts, template for NDA, official letter (e.g. for employees for customers...) and archiving.
- Mission expenses check, payment and archiving.
- Contact Acerta and praxis for Dimona, employees' advantage...
- Manage weekly timesheets (presences, sick leaves, recuperation days, holidays off, teleworking) and signature.
- Interaction with praxis and acerta for employees' advantage...
- Update flowchart, welcome guide, salary policy, job descriptions
- Collect recuperation and holidays requests

#### Accounting (20%)

- Payment of invoices and submission in Yuki
- Support CEO with quarterly VAT declaration
- Support CEO with annual tax declaration France and Belgium

## PROFILE

- You demonstrate at least 5 years of experience in a similar position.
- You are able to manage your time, prioritize, and handle both regular activities and unexpected requests.
- You appreciate varied tasks. You are results-oriented, autonomous, flexible, and proactive. You enjoy helping your colleagues and the organization as a whole.
- You can work independently as well as within a team.
- You possess excellent communication, organizational, and interpersonal skills. You exhibit discretion regarding sensitive matters.
- You have excellent computer skills, particularly with MS Office.
- You communicate easily in French and have an excellent command of English.

## OFFER

- A collaborative and supportive work environment.
- The opportunity to make a real difference in the advancement of scientific research.
- The chance to be part of a company at the forefront of a rapidly growing field.
- A part-time job with an employee contract or a freelance status.
- A competitive salary and benefits package.

- The offices are based in Brussels (Ixelles) and homeworking is possible.

## INTERESTED ?

Please send your CV together with an adapted cover letter to [recruitment@pahrtners.be](mailto:recruitment@pahrtners.be).

YOUR APPLICATION AND  
RELATED INFORMATION WILL REMAIN  
STRICTLY CONFIDENTIAL.