

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

Altertox aims to revolutionize safety testing by making alternative methods to animal testing a reality. To achieve this vision, Altertox has three missions:

1. Communicate and disseminate science produced by EU research projects.
2. Assist companies to deploy a NAM strategy aligned with their business objectives.
3. Support universities to implement swiftly NAMs in their course with its exclusive educational tool.

As a leading innovator, Altertox helps 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.altertox.be/>.

In order to strengthen Altertox's team, we are looking for EU Projects & Operations Coordinator (M/F).

EU Projects and Operations Coordinator

RESPONSIBILITIES

As a Project Coordinator, you oversee the management of European projects, resource optimization, and operational coordination. You manage a team of 5 people to successfully complete projects on time and within budget. You place a strong emphasis on customer satisfaction. Tasks include:

- Oversee the delivery of EU-funded projects, ensuring that deadlines, work quality, and key milestones are met.
- Plan and organize workloads, collaborating with communication teams, EU coordinators, and work package leaders.
- Maximize resource and budget efficiency to achieve optimal performance.
- Maintain strong relationships with key clients, partners, and suppliers, while proactively addressing operational challenges.
- Establish and lead task forces for specific events and actively participate in the management of new projects.
- Support the team in their daily activities and provide regular updates on progress and challenges to the CEO, ensuring alignment with the company's vision.

PROFILE

- You hold a master's degree or equivalent by experience.
- A proven track record of successfully managing projects, ensuring timely delivery and maintaining high-quality standard.
- Proactive, resourceful, and adept at problem-solving, with the ability to anticipate challenges and find effective solutions.
- Customer-centric mindset is crucial.
- Excellent communicator, capable of working collaboratively with diverse teams and stakeholders, including clients, partners, and suppliers.
- You 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 1-year contract (renewable) with 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.

YOUR APPLICATION AND
RELATED INFORMATION WILL REMAIN
STRICTLY CONFIDENTIAL.