

Job description

“Do you like working in a versatile role in a dynamic and international environment? Then this Executive Secretarial Support position is just the thing for you.”

Executive Secretarial Support (0.8 – 1 FTE)

Keywords:

Industry: animal health / **Segment:** livestock vaccines and diagnostics / **Location:** Nijmegen, The Netherlands / **Contract:** Permanent contract, 32 hours, Possibility of working from home

About Vaxxinoa

The Vaxxinoa Group, headquartered in Nijmegen, the Netherlands, was officially named and founded in 2010 but can rely on expertise and presence originating from the 1960s. Our current network comprises production, research & development, sales, and diagnostic facilities in 10 countries: Brazil, Chile, Germany, Italy, Japan, Jordan, Norway, the Netherlands, Thailand, and the USA. Vaxxinoa is active in more than 60 countries.

Vaxxinoa aims at providing a full range of both autogenous and licensed vaccines combined with high-level diagnostic services, supported by strong R&D. Our focus is on livestock including poultry, aqua, cattle and swine.

Vaxxinoa belongs to the EW Group, a German based family-owned company, specialized in animal genetics, animal nutrition and animal health.

About the role

Elevate your career as an Executive Secretarial Support at Vaxxinoa, where you'll play a key role in providing top-notch secretarial and para-legal support to our senior management and internal departments in the Netherlands. This is your chance to thrive in a dynamic, international environment, contributing to the success and growth of our globally recognized organization.

Why join us

- **Impactful Role:** Be the go-to person for our Global Management Team, offering support across various functional areas.
- **International Exposure:** Engage with global leaders, maintain connections, and collaborate with Vaxxinoa's international entities, and EWG Headquarters in Germany.
- **Event Planning:** Showcase your organisational flair by planning and hosting events, ensuring seamless internal and external meetings.
- **Innovative Environment:** Contribute to a culture of continuous improvement, handling diverse tasks and improving processes.

Main responsibilities

Secretarial, Administrative:

- Support senior management in scheduling, coordination, and communication.
- Organize and host events, ensuring smooth logistics for international visitors and meetings.
- Expertly process and proofread diverse materials; correspondence, presentations, contracts, etc.
- Handle travel arrangements, visa applications, and travel expense reports.
- Managing our internal communication website.

Para-legal Excellence:

- Keep contract administration up-to-date in Legisway, ensuring flawless workflow and contract extensions.
- Facilitate notary legalizations, request apostilles, and register statutory directors with precision.

Skills and Competencies:

- **Experience:** Proven background as an executive or management assistant in an international setting.
- **Education:** Bachelor's level (HBO) of work and thinking.
- **Confidentiality:** Ability to handle sensitive information discreetly.
- **Responsibility:** High sense of responsibility and ability to prioritize workload to meet deadlines.
- **Tech Savvy:** Proficient in Microsoft Office (Outlook, Word, PowerPoint, Excel).
- **Organisational Skills:** Excellent attention to detail, proactive approach, and a talent for planning and organizing events.
- **Communication:** Outstanding verbal and written communication skills, collaborating seamlessly within a team.

What does Vaxxinova offer you?

Working at Vaxxinova means working in an open and professional environment where we value respect, open communication, and integrity.

You will work in a pleasant team of professionals in an informal environment.

Besides a good salary, Vaxxinova has excellent fringe benefits, and we foster continuous development and learning. Potential growth opportunities to a leading position.

Vaxxinova empowers her employees at every level to take ownership of their work to achieve our common goal: the realisation of our strategy.

Organisation

- This position reports to the Chief Financial Officer (CFO)
- Located in Nijmegen, The Netherlands

Questions / applications:

Ready to elevate your career with Vaxxinova? Send your resume and a compelling cover letter showcasing your skills to Henri Verlinden, HR Manager: henri.verlinden@vaxxinova.com by January 29th.