



At **CALYSTA** we are all team players, we deliver quality, and we strive for the well-being of our people. We listen to your needs and ensure a good work-life balance. We all have fun at work, we stand as one behind the **CALYSTA** vision and we are all very proud of what we achieve together. Our people are our ambassadors!

ADMINISTRATIVE ASSISTANT

We are looking for a dynamic **ADMINISTRATIVE ASSISTANT** with a master OR Bachelor degree to support the HR, Accounting and Communication team

Who is CALYSTA?

CALYSTA strives to grow and empower its people. An overflow of entrepreneurship, motivation and commitment of our people perspires in our team, which generates the high-quality work that we deliver to our clients.

CALYSTA owes its success to its people, and we want to make our people proud to be part of this team which works hard every day to deliver high-quality services to our clients.

You will love to work at **CALYSTA**. You will experience a wonderful time in our fast-growing IP firm where you can develop all your talents and grow into an experienced IP profile. Humanity is an aspect that you will find at **CALYSTA**. You will be thoroughly guided and trained in your day-to-day job.

CALYSTA will offer and invest in every opportunity to let its people grow with the company. Do you want to work in a modern, young, smart, and fast-growing company? Join our experienced and accomplished team. The company grows and you grow with it!

WHAT WILL BE YOUR JOB?

As an Administrative Assistant (HR, Accounting, Communications)

You will play a vital role in supporting our HR, accounting, and communications department. Working closely with our HR and office manager, you'll assist in various tasks across these departments, including organizing meetings, administrative support in HR and recruitment, aiding in internal and external communication through website

updates, newsletters, and social media. You'll also help coordinate internal and client events, assist in accounting tasks such as monitoring incoming and outgoing payments, and support credit and collection efforts, manage travel arrangements for employees, including booking flights, hotels, transportation, and ensuring travel policies are followed. Additionally, you'll contribute to operational office management and participate in various ad hoc tasks and internal projects alongside the HR and office manager.

Tasks such as:

- ▲ Provide administrative support in HR administration, including assistance in recruitment processes.
- ▲ Assist in internal and external communication efforts, updating website, drafting newsletters and managing social media channels.
- ▲ Help organizing internal and client events and organize travels
- ▲ Actively take part in company projects.
- ▲ Work accordingly to **CALYSTA's** guidelines and principles
- ▲ Support in accounting tasks, including incoming and outgoing payments and credit & collection.
- ▲ Assist in operational office management tasks

YOUR PROFILE:

Master or Bachelor degree

Excellent knowledge of English, and a perfect knowledge of either Dutch or French and good either Dutch or French

WHAT WE BRING TO YOU:

A challenging position with a lot of variety in a fast-growing organization. An opportunity to develop a wide set of administrative skills as a starter in an open-minded environment which is willing to listen to your ideas and approach.

At **CALYSTA** you have real impact, because together with your outstanding, helpful colleagues you look for innovative solutions that offer an answer to our business challenges.

We invest in the full training program to become a qualified patent attorney.

You do not become a patent attorney just like that; it requires training. Calysta will provide a combination of in-house training and external trainings.

WHAT YOU BRING TO US:

- ▲ You have **an eye for detail** and **precision**, and you are **well organized and efficient and you can prioritize well your tasks**
- ▲ **Smart** and **ambitious** approach
- ▲ **Fresh** and **motivated** team spirit
- ▲ An eager and **self-learning attitude**
- ▲ **Good communication skills** both written and verbal.
- ▲ **Pro-active and solution-oriented** approach
- ▲ **Adaptability:** Ability to easily adjust to changing circumstances, tasks, and priorities within the workplace, demonstrating flexibility and resilience in diverse situations to ensure smooth operations
- ▲ **Confidentiality:** Commitment to maintaining confidentiality regarding sensitive HR, financial, and organizational information
- ▲ You want to **work in a new-style IP-firm with a start-up atmosphere.**

YOU CAN COUNT ON:

A full-time contract for an indefinite period. An attractive salary supplemented with legal benefits (group and hospital insurance, meal vouchers, eco-vouchers, sport & culture vouchers, bonus,...). A good work-life balance with flexible working hours and the possibility to work 2 days from home. Our office is located in Diegem (near the railway station).

Send your candidature to Mrs. Kaaouas Hauda: Hauda.kaaouas@calysta.eu