



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**

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We are looking for a dynamic **ADMINISTRATIVE ASSISTANT** with a master's degree OR a bachelor's 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 intellectual property (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 will assist in various tasks across these departments.

Your work will include organizing meetings, administrative support in HR and recruitment, aiding in internal and external communication through website updates, newsletters, and social media. You will also help coordinate internal and client events.

You will provide assistance in accounting tasks such as monitoring incoming and outgoing payments along with supporting credit and collection efforts.

Furthermore, you will manage travel arrangements for employees, including booking flights, hotels, transportation, and ensure travel policies are followed.

Additionally, you will contribute to operational office management and participate in various *ad hoc* tasks and internal projects alongside the HR and office manager.

You will have tasks such as:

- ▲ Providing administrative support in HR administration, including assistance in recruitment processes
- ▲ Assisting in internal and external communication efforts, updating our website, drafting newsletters, and managing social media channels
- ▲ Helping organize internal and client events as well as travels
- ▲ Actively take part in company projects
- ▲ Working according to **CALYSTA**'s guidelines and principles
- ▲ Supporting in accounting tasks, including incoming and outgoing payments and credit & collection
- ▲ Assisting in operational office management tasks

#### **YOUR PROFILE:**

Master's or bachelor's degree

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

#### **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 proficiently prioritize 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:** you have the 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:** you are committed 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](mailto:Hauda.kaaouas@calysta.eu)