

## Office Assistant

### About Byteflies

We are the digital health company behind Sensor Dot, a powerful wearable platform for 24/7 acquisition of physiologic and behavioral data. We have developed remote monitoring applications for epilepsy, COVID-19, and atrial fibrillation, and have a pipeline of additional clinical indications. Currently, we are looking for an **Office Assistant** to coordinate administration duties and office procedures.

Byteflies is structured in autonomous cross-functional teams that have all skills to complete their own part of the Byteflies mission. We have a product team that designs and supports our technology and devices, a manufacturing team that builds our kits, two implementation teams that run projects for our customers using our products, and an operations team that supports all of our employees. All of these teams have great autonomy in reaching their goals.

### How you fit in our team

Are you a strong team player who loves and feels accomplished taking full ownership and solving people's problems? We are looking for our next office assistant to take great care of our Antwerp offices. You will organize and coordinate administration duties and office procedures. With your outgoing personality and hands-on skills, you put the current and future employees first, by creating and maintaining a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

### Your role

On a weekly basis, our Office Assistant will:

- Serve as the point person for office assistant duties including: maintenance, mailing, supplies, equipment, errands and others
- Take full ownership of inquiries from employees and external stakeholders (as suppliers, government, others)
- Schedule and take notes on meetings and appointments
- Organize the office layout to make sure every employee is comfortable and able to perform at their best
- Place orders of office stationery and equipment and be able to solve last minute requests in a pragmatic and timely manner
- Maintain the office in a neat and cozy condition and arrange any necessary repair
- Maintain and organize office operations and procedures

- Ensure that all items are invoiced and paid on time
- Greet visitors and make them feel welcome
- Address employees queries regarding office management issues (e.g. stationery, hardware, travel arrangements and others)
- Be the administrator of the company's IT accounts in terms for new and existing employees
- Support the onboarding process of new employees to the company
- Plan in-house or off-site activities, like parties, celebrations and conferences

## Your skills and experience

Our Office Assistant should be someone who:

- Has proven experience as an Office assistant
- Has excellent time management skills and ability to multi-task and prioritize work
- Has attention to detail and fast-problem solving skills
- Masters excellent written and verbal communication skills (English AND Dutch)
- Has strong organizational and planning skills in a fast-paced environment
- Is an excellent communicator and team player

## We offer

- A position in our Antwerp (Belgium) team
- Competitive salary and benefits package
- Rapid career development paths
- The chance to have a direct impact on people's health care
- Awesome co-workers
- Great team events

## Our values

We at Byteflies are Impactful Warriors and Positive Team Players. We want to change the world for the better. We like to do that by finding the smartest and fastest route to get to products and services of the right quality.

Sounds interesting? Send your CV and motivation letter to [jobs@byteflies.com](mailto:jobs@byteflies.com)