

Salvius Legal provides the pharmaceutical, biotech and clinical trial industry with flexible, efficient, and high-quality contract management solutions and legal advice. We manage the worldwide site contracting process for small to large multi-country clinical studies, oversee sponsor – clinical research organization contracting, develop data protection compliance plans, and provide other legal and strategic services. We help our clients improve healthcare and efficiently bring new drugs to patients in need.

We are a fast-growing organization with a respectful, open, and diverse working culture. Our team is an international group of highly skilled and motivated legal professionals.

**POSITION:** We wish to appoint an

## **OFFICE MANAGER (32 – 40 hours/week)**

This is an exciting opportunity for someone who enjoys providing all the necessary administrative, financial and organisational support to the team in order to facilitate the smooth and efficient day-to-day running of our office. You aspire to work in an international environment and are good at multi-tasking, accurate and passionate. You have the skills to independently manage your work in a timely matter.

**RESPONSIBILITIES:** You will have an important and central role, providing a great variety of services, including:

- Providing financial support such as processing invoices and payments
- Ensuring the office is appropriately equipped and maintained;
- Coordinating IT and serving as point of contact for our external IT service
- Assisting with business development activities
- Organising team events and taking care of our employees

**REQUIREMENTS:** You are someone with a positive and 'can do' mindset. You have a relevant qualification or equivalent experience and are able to demonstrate the following skills:

- Solid organisation and time management
- Expert user of Microsoft Office 365
- Good with numbers
- Excellent communication in English and Dutch
- Highly service and solution oriented
- The ability to prioritize projects and tasks
- Attention to detail, rigor and autonomy

**LOCATION:** Hybrid (50/50)

**PACKAGE:** Salvius Legal offers competitive remuneration, a generous holiday allowance and pension contributions together with training and support for your personal development in a flexible, informal, and fun, but professional environment.

**APPLICATION:** If you meet the above mentioned requirements and are interested in this position, please send your CV and cover letter to: [HR@Salviuslegal.com](mailto:HR@Salviuslegal.com). For more information, please don't hesitate to contact Judith van Roy, HR Director at [jvanroy@salviuslegal.com](mailto:jvanroy@salviuslegal.com) or on +31 (0)6 52 02 50 58

Recruitment Agencies – please refrain from contacting