

MEDVIA

The innovation cluster for better health

Location

Gent/hybrid

Member administration manager

Would you like to help shape and grow the innovative healthcare ecosystem in Flanders?

MEDVIA

MEDVIA is an industry-driven network stimulating innovations in healthcare. We are a public-private partnership with the Flemish government. Our members are medical innovators from small and large companies, hospitals, research centers and care organizations. MEDVIA facilitates and supports collaborations between all these stakeholders and provides selected services. Together with our members, we are committed to supporting innovation for better health and ensure healthcare innovations are available to all of us.

More information at www.medvia.be

The role

The administration manager will be responsible for managing the growing MEDVIA member network, using digital tools to keep track of a quickly evolving ecosystem and keeping member information up to date. You will be the administrative contact point for our members and help them access the different services MEDVIA has to offer. Together with the communications team, you will be responsible for communicating with our member organizations.

You will also assist the CEO by managing agendas and support the team by facilitating meetings, workshops and conferences.

Your profile

We are looking for a full- or part-time colleague to join our team

- You have relevant experience (executive assistant, administrative or communications manager, ...)
- You have a bachelor's degree
- You have experience with Teamleader or other CRM tools or enjoy employing digital tools to streamline and organize data
- You are accurate and have an eye for details
- You are an excellent communicator and have good language skills in both Dutch and English
- You are a self-starter and like to work in a team
- You have an interest in healthcare and innovation

What do we offer

- A competitive salary
- Flexible working hours (hybrid and at the office in Gent)
- Generous benefits package (laptop, hospital insurance, meal vouchers, bicycle allowance)
- The possibility to grow side-by-side with the company and to get responsibilities from day one

Please send your CV and motivation letter by November 4 to sofie@medvia.be