

Job vacancy – Call coordinator (full time)

MEDVIA Call Coordinator

Supported by VLAIO, MEDVIA provides earmarked, non-dilutive funding for innovations in biotech, digitech and medtech. As the MEDVIA call coordinator, you will organize MEDVIA's calls for funding under the leadership of the Innovation Director and in cooperation with the communications and marketing team.

What you'll be doing

- Handling and managing administrative steps required by the call process in close collaboration with VLAIO, including its KRIS-portal for new and ongoing projects
- Developing call deadlines and preparing announcements and documents for the website and other channels together with the communications and marketing team
- Communicating with companies and organizations participating in calls, as well as with VLAIO advisors, international jury members and other parties involved in the calls
- Generate overviews of project proposals (from idea, sparring sessions, execution and final reporting) and manage reports and other call-related materials
- Organizing webinars and workshops related to calls and helping reach organizations that can tap into these funds, together with the communications and events team
- Following up with ongoing projects, including deadlines for reporting, changes to the project, etc
- Assist the communications team in promoting projects and project consortia within the national and international ecosystems

What you'll bring to the team

- A great eye for detail
- A love for project management and the skills to match
- A self-starter attitude and ease with working independently, but also eager to join forces with colleagues to ensure everyone's goals are met
- Excellent communication skills with various professional audiences, including healthtech companies, hospitals, research centers, patient organizations and government administrators
- An innovative approach to getting things done and assisting different project partners
- A Bachelor degree and ability to work with Msoffice, Teamleader and other common software programs
- Possession of a Belgian eID
- Fluent in Dutch and English
- Affinity with healthcare/health is a bonus

- Expertise with VLAIO and/or the KRIS platform is a bonus

We offer a competitive salary package with generous benefits. A four-day week is negotiable for this position. MEDVIA's office is located in the centre of Ghent, fully accessible by public transport. It is possible to combine an on-site/remote work schedule.

Please email your CV and motivation to Sofie@Medvia.be by **10 February 2024**. Only candidates chosen for an interview will be contacted.