

Administrative assistant on EU Project

Ref. ATP-2019-266

We are looking for an enthusiastic, highly motivated and academically excellent full-time assistant to join the research group of Prof. Dr. Chantal Mathieu at the Laboratory of Clinical and Experimental Endocrinology (CEE). The tasks of this assistant will be support in coordinating research projects (amongst which a large multicenter IMI2-JU project INNODIA) and support in managing the laboratory.

The diabetes research group is part of Clinical and Experimental Endocrinology located at Katholieke Universiteit Leuven (KU LEUVEN) in Belgium and closely linked to the clinical department of Endocrinology. Research focuses on the pathogenesis of type 1 diabetes, trying to understand the interplay between the beta-cell and the immune system. A dynamic group of international junior and more senior researchers performs the research.

C. Mathieu is presently coordinator of an IMI-JU consortium INNODIA on translational approaches to disease modifying therapy of type 1 diabetes: an innovative approach towards understanding and arresting type 1 diabetes (www.innodia.eu).

We are looking for an assistant with excellent skills for organization and management, who will help in the general well running of the project. He/she will directly work with the INNODIA Project Officer, Dr. Lut Overbergh, and with the INNODIA Coordinator, Prof. Chantal Mathieu.

www.innodia.eu

Responsibilities

Supports directly in project coordination:

- Helps in grant reporting (both financial and technical)
- Helps in administrative follow-up of the project
- Helps in follow up of the project in regards to communication, deliverables, organization of meetings, preparation of presentations, writing of meeting minutes, updating of website etc.
- Helps with preparation of legal documents for setting up new collaborations (MTAs, CDA, etc)

Coordinates the daily functioning of the diabetes lab:

- Coordinates the administration (financial and other) of the diabetes lab
- Is a driver for the improvement of administrative processes
- Acts very independent as contact person between the own lab and other internal service departments (e.g. shipments via reception, equipment suppliers...)

Profile

- You have preferentially a Master Degree in Biomedical Sciences or Management, with excellent management and communication skills, or equivalent by experience
- You have preferentially a few years of relevant experience
- You are an administrative talent and you work extremely accurate
- You have an excellent IT, communication (verbal and written) and organizational skills, as well as good numeracy and literacy
- You have a natural drive to continuously improve processes
- You are a strong communicator, has strong networking skills
- Dutch: mother tongue, English: fluent, other language skills are a plus

Offer

- We offer a full-time job for 1 year, with the possibility of extension.
- We offer an exciting and variable job in a pleasant working atmosphere within an international environment.
- Additional training will be provided depending on the needs for the performance of this function.
- Moreover, KULeuven offers several extra-legal benefits, such as hospitalization insurance, group insurance, extra holidays, benefits for public transport, company bicycle, possibilities for joint purchase. More details available on the KULeuven jobsite.
- This position is linked to a grade 5, 6 or exceptional 7 salary, depending on your experience and competencies.

Interested?

For more information regarding this vacancy, please contact;

- Mrs. Sarah Pittomvils, tel.: +32 16 19 40 28
- Dr. Lut Overbergh (+32 16 -37 74 66 or lutgart.overbergh@kuleuven.be)

You can apply for this job no later than July 07, 2019 via the online application tool:

<http://www.kuleuven.be/eapplyingforjobs/light/55173640>

KU Leuven seeks to foster an environment where all talents can flourish, regardless of gender, age, cultural background, nationality or impairments. If you have any questions relating to accessibility or support, please contact us at diversiteit.HR@kuleuven.be.