

Celyad Oncology is looking for an enthusiastic:

Senior Assistant (M/F)

You will have the opportunity to enlarge and strengthen our team and provide support to our Management (CEO, Head of the different departments: R&D, Finance & Admin, IP and Legal) and to our teams members.

The successful candidate will be based in Mont-Saint-Guibert (Belgium).

Role & Responsibilities

- Providing administrative support to Management
- Assist CEO and for Board of Directors meetings
- Providing Legal support
- Working with in-house travel agency to organize transport and travel and handling AMEX platform
- Organizing meetings
- Providing support for recruiting activities (organizing calls and answering candidates)
- Managing orders for stock supplies and catering
- Processing check requests and invoices and forwards to internal A/P on a timely basis,
- Prepares expense reports
- Acting as the point of contact for internal and external contacts.
- Assist in external communication efforts in managing press releases, interim and annual reports, investors' events, publishing on social media channels or company's website
- Assist in internal communication efforts including setting up Town Halls, Lunch and Learns and providing support for social media effort
- Monitor IR and Communications email boxes to ensure quick responses when necessary

Qualifications & Experience

- Bachelor in administration and/or secretarial studies,
- Proven experience as an administrative or senior assistant (at least 3 to 5 years).

Skills & Competencies

- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Languages: French / English and Dutch is a plus
- Proficiency with MS Office tools.



- Productive and efficient in planning and executing work. Time efficient
- Ability to work in rapidly-evolving environment
- Familiarity with current communication tools/platforms, especially Wordpress but also PR platforms or social media channels, is a strong asset

For more information about this position or about the Company, please contact us by email at job@celyad.com

About Celyad Oncology

Celyad Oncology is a biotechnology company focused on innovative technologies for chimeric antigen receptor (CAR) T-cell therapies. The Company is focusing on opportunities to fully harness the true potential of its proprietary technology platforms and intellectual property and support the development of next-generation CAR T-cell candidates in solid tumors and hematological malignancies.

Celyad Oncology was founded in 2007 and is based in Mont-Saint-Guibert, Belgium and New York, NY. For more information, please visit www.celyad.com.