

Any-Shape (www.any-shape.com) is a company dedicated to Additive Technologies for industry. Our ambition is to be a leading industrial actor in Europe and beyond within the next two years. Any-Shape provides its customers with the whole value chain in Additive Manufacturing, with a strong focus on engineering for AM and quality assessment in order to contribute to the rapid emergence of this new technology within the industry

To accompany our development, we are looking for an

Executive Assistant

who shares our long-term vision and strives for taking challenges. His/her main mission would consist in assisting the General Management in their administrative and financial tasks. This position is a very challenging opportunity and offers interesting career prospects.

Responsibilities

He/she is expected to:

- Ensure the general secretariat (meetings organization, mailing, timesheets, expenses, ...),
- Maintain the ERP database up-to-date (customers, production, stock, accounting, ...),
- Complete and ensure a proper administrative follow-up of our commercial projects,
- Prepare quarterly accounting summaries and closing,
- Prepare and follow the "Financial statements" for collaborative R&D projects,
- Collect and maintain the main KPIs of the company
- Prepare the tradeshow/marketing tools in close collaboration with the sales team
- Be involved in the administrative tasks linked to our Quality Management System

Profile

We are looking for an enthusiastic, creative and autonomous expert with:

- A deep expertise (at least 3 years) as executive assistant,
- Start-up mindset,
- Good communication skills (both oral and written),
- Problem-solving mindset,
- Open character and team spirit,
- Autonomous, flexible and discrete
- A good sense of organization and responsibility

Languages: French or English are mandatory, more is a plus

Offer

The successful candidate will receive:

- A full-time contract (adaptable in 4/5th upon agreement) in an ambitious start-up on a very promising technology,
- A competitive salary

Work location: Flemalle

Start date: ASAP

Interested?

Applicants are expected to send:

- A Cover letter focusing on experience in Executive Assistance,
- An exhaustive CV,
- Any useful references.

At jobs@any-shape.com with the reference Exp/ExecAss/1701-01