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Executive Assistant to CEO

- JOB DESCRIPTION -

Title: Executive Personal Officer (EPO) to the CEO (Expert Consultant)

Department: All Departments

Directly Reports to: C.E.O

Company Profile: Obelis s.a is a quality driven, service oriented company, with over 29 years of experience in EU Regulations. Providing consultancies on medical devices, cosmetics and other consumer goods - we believe in making manufacturers better through compliance and making safe products available on the market.

Company vision: We create compliance for safer markets

Objective: To contribute to the smooth operation and functioning of the company by being the Executive Personal Officer (EPO) of the CEO providing support to all the CEO's activities.

Main Duties:

1. Follow-up on tasks assigned by the CEO;
2. Perform various executive work associated with the CEO's day by day activities, including; Advisory Board & Board of Directors activities; Company policies development; Drafting Meeting Minutes; Executive support on external events & seminars; Coordination of Obelis' membership of various associations; Coordination of Obelis Academy, Obelis Alumni Network) at the highest level;
3. Organising and booking the travel of the CEO & coordinating the CEO internal and external meetings;
4. Contribute to the organizational environment that promotes positive staff morale and performance;
5. Ensure legal and business research on new legal and administrative requirements;
6. Support CEO development and implementing operational policies;
7. Support the development and design of a new method, system and resource;
8. Provide internal trainings on department related matters;
9. Contribute to online and offline publications;
10. Contribute to the implementation of ISO 9001:2008 and ISO 13485:2003;
11. Participate to Obelis events;
12. Contribute to the CEO building alliances and partnerships with other organisations;

Requirements:

Education

- BA degree / MIM-Programs in Business Administration (MA, MSs, MCom)

Experience

- 3 to 5 years professional experience in the field of Executive support or Business Administration;

Language(s)

- Fluency in English (written & oral) ;
- Fluency in French (written & oral) – an advantage;

Computer Skills

- Proficiency at Microsoft word, Excel, PowerPoint, Outlook

Desired skills & Competencies:

- Ability to prioritize, coordinate and manage tasks;
- High adaptability, flexibility and dedication;
- High discretion ability
- Excellent time-management skills;
- Excellent communication, negotiation and presentation skills;
- Strong writing and analytical skills;
- Ability to assume responsibilities;
- Ability to take own initiatives;
- Be able to and willing to travel in / out of the European Union;

How To Apply:

Please send your CV **in English**, accompanied by a short motivational cover letter outlining your suitability for this position, to the following e-mail address: career@obelis.net

Early application is recommended.

Every CV will be carefully reviewed, however due to volume of applications only successful candidates will be contacted.

Obelis is an equal opportunities employer and supports workforce diversity.