

Logistics and Purchasing Assistant

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Company: Argenx

Location: Ghent

Category: other-general

To bolster our laboratory team, argenx is seeking a logistics and purchasing assistant to operate from our labs in Zwijnaarde (near Ghent).

Responsibilities:

In close collaboration with your team members and laboratory supervisors, you will provide crucial support to lab operations, logistics and accounting by:

Overseeing stock management, including vendor negotiation, stock level checks.

Handling order management tasks such as entering, monitoring, and reviewing orders for accuracy in pricing.

Acting as a primary contact for accounting inquiries.

Assisting in purchase order processing.

Aiding in small operational tasks, including organizing samples, ensuring accurate labeling, and meticulously recording data in the system.

Profile:

Holds a higher secondary technical degree or equivalent, with a chemistry focus is a plus.

Skilled in using office software like MS Word and MS Excel.

Experienced in handling both administrative and logistical tasks.

Proficient in Dutch communication (both spoken and written), with fluent English proficiency.

Demonstrates a strong dedication to quality and upholds high housekeeping standards.

Able to plan and carry out routine tasks independently, without constant supervision.

Shows reliability, independence, and precision in task execution.

A committed team player with strong collaboration abilities skills and a knack for fostering connections.

Offer:

A full time position in a successful, dynamic, rapidly growing biotech company.

A competitive salary package accompanied by comprehensive benefits.

Joining a team that provides access to a wide range of technologies, engaging in diverse daily tasks, and encouraging initiative-taking to contribute to the company's success.

Onsite LI

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