

Office Manager (0.6 FTE)

We are seeking an experienced part-time Office Manager to enhance the organization, professionalism, and coordination of administrative duties and office procedures, with a special emphasis on Human Resource Management. Your role is pivotal in ensuring a pleasant work environment, maintaining high levels of organizational effectiveness, communication, and safety, in collaboration with our current management assistant.

At Surfix Diagnostics, you will join a highly-educated, multidisciplinary, and international team dedicated to developing and marketing a fast, reliable, and innovative photonic diagnostics platform for various diagnostic tests in the global oncology and other liquid biopsy-based markets.

The ideal candidate has experience in a startup environment and thrives on the journey towards the scale-up phase, during which many aspects of daily operations need further professionalization and organization. An educational background in HRM is a significant advantage, as we currently do not have an in-house Human Resource Manager.

The successful Office Manager should have experience with a variety of administrative, HR, and finance software packages (e.g., MS Office, NMBRS, Exact) and be proficient in using them accurately. Ultimately, the Office Manager will ensure the smooth running of the office and contribute to improving company procedures and day-to-day operations.

Are you a highly motivated team player and have sound judgment, strong communication and problem-solving skills? Would you like to be part of a young company bringing revolutionary and lifesaving products to the market? Then this job might be a perfect opportunity and we are looking forward to meeting you.

What you will do

- > Manage and further professionalize all operational HR affairs
- > Collaborate with HR-consultant to update and maintain office policies as required
- > Coordinate hiring and termination processes
- > Oversee payroll and time tracking for grants
- > Provide information to employees
- > Facilitate communication between departments
- > Schedule board meetings and appointments
- > Organize office operations and procedures
- > Coordinate with the operations department on office equipment

- > Ensure timely invoicing and payments
- > Manage contract and price negotiations with office vendors and service providers
- > Manage office G&A budget and ensure accurate and timely reporting
- > Serve as backup for our management assistant

What you bring

- > Bachelor's degree in HRM and/or Administration Management
- > Minimum of 5 years' working experience
- > Proven experience as an Office Manager, Front Office Manager, or senior Management Assistant
- > Knowledge of office administrator responsibilities, systems, and procedures
- > Experience in operational HR, with an interest in strategic HR topics
- > Proficiency in MS Office and other mentioned software packages
- > Excellent time management skills with the ability to multitask and prioritize work
- > Attention to detail and problem-solving skills
- > Excellent written and verbal communication skills
- > Strong organizational and planning skills in a fast-paced environment
- > Creative thinking with an ability to suggest improvements
- > Excellent relationship management skills
- > Team player with a hands-on mentality
- > Living within a 50 km radius of Wageningen

What we offer you

- > Join a great team of enthusiastic, international, and highly educated professionals in a startup environment
- > An efficient organization with a focus on innovation and clear lines of communication
- > Diverse range of activities with ample room for initiative
- > Opportunity for professional growth alongside the company
- > Competitive working conditions and benefits
- > Direct reporting to the CEO



About us

Surfix Diagnostics is a startup company that focuses on developing and marketing liquid biopsy-based diagnostic tests like the early detection and monitoring of cancer. Our photonic diagnostics platform combines six state-of-the-art technologies. To make it even more exciting: the platform is so versatile that it can be used for immunoassays AND for molecular diagnostics. Any protein or nucleic acid-based biomarker in a liquid biopsy can be detected, provided a suitable bioreceptor to capture this biomarker is available. The core of Surfix's photonic diagnostics platform is a photonic biosensor consisting of a photonic biochip and a microfluidic cartridge both optimized with Surfix's proprietary nanocoatings. The biosensor is used in combination with a dedicated desktop reader. On our website (www.surfixdiagnostics.com) you can read more.

Surfix is located in Wageningen on the Agro Business Park.

Interested

We'd like to hear from you. Please send your CV with a cover letter outlining your motivation and interest to Jos Lunenberg, CEO, at career@surfixdx.com. For more information, you can contact him at +31 85 488 1285.

Apply now and be a part of our exciting journey!