

Management Assistant

Do you thrive on bringing structure, clarity, and calm to a busy environment?

Do you enjoy supporting leadership while keeping office operations running seamlessly?

Are you energized by improving processes and taking ownership of administrative workflows?

Do you want to work closely with a dynamic team in a growing biotech company?

If so, send us your CV, tell us why you think there is a fit, and let us talk.

Cryptobiotix was founded in 2021 to help develop new ingredients for people and animals by studying the gut microbiome. Our unique SIFR® technology allows faster, more predictive lab testing to improve research results. We focus on transparency, trust, and long-term relationships with our employees, customers, and partners.

1. Position summary

We are looking for an experienced and highly organized **Management Assistant** who enjoys being at the heart of an organization and keeping everything running smoothly. You'll combine executive support, office management, invoicing, and HR administration while maintaining a clear overview across multiple priorities.

You work with precision, take ownership, and bring structure into a dynamic and growing environment. In our scale-up context, you'll play a key role in supporting the CEO and CSO, improving administrative processes, and ensuring operational continuity.

Key tasks include executive agenda management, overseeing invoicing flows, coordinating office operations, and supporting HR and travel logistics.

Your **key responsibilities** will be to:

- Provide structured and proactive support to the CEO and CSO (agenda management, documentation, follow-up).
- Manage sales and purchase invoicing, PO follow-up, and payment reminders.
- Ensure smooth daily office operations and expansion planning.
- Organize travel and conference logistics in collaboration with internal stakeholders.
- Support HR administration, payroll follow-up, and team-related questions.
- Monitor, streamline, and improve administrative processes and tools.

You'll work closely with leadership and collaborate across teams in a small, dynamic organization. The role offers autonomy, ownership, and the opportunity to grow together with the company long term.



2. Experience, skills and education requirements

- Minimum 5 years of relevant experience in a similar role
- Bachelor's degree or equivalent through experience
- Fluent in English and professional fluency in Dutch
- Highly organized with strong attention to detail
- Trustworthy and able to handle confidential information
- Autonomous and able to take ownership
- Strong communicator and service-minded
- Comfortable with IT systems and navigating multiple platforms (SharePoint, invoicing tools, etc.)
- Proactive mindset with interest in improving processes

Bonus points for:

- Experience in a scientific or international environment

3. Package

We offer a **competitive package**, matching your fit for the position and experience. Additional benefits include:

- Meal vouchers worth €10 per working day
- Premium insurance package with DKV including dental and outpatient care
- Mobile phone subscription
- Group insurance
- Bike leasing possibility
- Remote work up to 2 days a week
- Free coffee, tea, fruit & snacks

The yearly gross salary range for this position is 52 - 63 k€, based on degree and experience.

4. Contact us

Reach out to us at jobs@cryptobiotix.com with your CV, and how you see the fit with Cryptobiotix and the position.