
About the company

Headquartered in Leuven, Qplox engineering department offers advanced, customized solutions for test, validation and verification for the high tech electronics industry, from prototypes to full custom test benches. We offer a one stop shop for test benches, system integration production and lab automation solutions. Qplox uses all its expertise to develop our own IoT sensor solutions.

Our consulting group is a family of experts in microelectronics, where large companies come for advice in the most daunting semiconductors and microelectronics challenges.

Whatever your view is on high tech electronics, there is always a nice project running in Qplox

Job Description

As the number of projects, customers and colleagues is growing, we are looking for a talent, prepared to grow with us and take new and more challenging operational tasks each new day.

We are looking for an assistant to help deal with company operations and key accounts. The position involves:

- Company Operation assistance
 - Procurement assistance (insurances, providers, car fleet management, office and assets maintenance...),
 - Marketing, developing the company in social networks, give visibility to the company, events...
 - Business development, build a portfolio of external contacts, universities, customers, institutions etc
 - Helping accounting colleagues and services.
 - Legal assistance
 - Interacting with Public actors like government or EU agencies.
 - HR assistance, interacting with our colleague engineers and support the company daily administration,
 - Launching and following job posting and job campaigns.
 - Operations (Employee entry and exit procedures, satisfaction surveys, salaries, working permits etc).
 - Key account assistance, helping in dealing with customer requests, drafting quotations and tending their request.
 - Filtering requests and scaling to your direct manager.
 - Perform executive search of new vacancies.
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Candidate Description

Function Requirements:

- A very strong interpersonal skills, a very open and communicative person, dynamic, enthusiastic, motivated, and excellent communicator.
- A Proactive and resourceful person is a Must, willing to grow and become the reference expert in the position.
- Ability to learn new concepts.
- Strong Affinity with technology, specially social networks.
- Some Knowledge in technology or electronics is a plus.
- Dutch speaking native is preferred, good English is a must and French is a plus.

Relevant experience:

- Experience dealing with people, employees, providers and customers.
 - Experience with Office (Excel and word).
 - Experience with social networks (linkedin, Facebook etc) and good knowledge of internet, email tools.
 - Enterprise tools knowledge is a plus (ERP tools, BPA tools etc).
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We offer

We are proud of our open, multicultural, and informal working environment with ample possibilities to take initiative and show responsibility. We commit to supporting and guiding you in this process, not only with words but also with tangible actions. We actively invest in your development to further your technical and personal growth. Your energy and commitment are appreciated by means of a competitive salary with many fringe benefits.

Position is compatible with **flexible remote working for 50% of the time.**

Contact

Send your CV and application letter to jobs@qplox.com indicating the position in the subject
