



Telix Pharmaceuticals Limited
ACN 616 620 369
Suite 401, 55 Flemington Road
North Melbourne
Victoria, 3051
Australia

Job Description: Executive Assistant to the EMEA President

Type: Full Time

Location: Liege, Belgium

Date: Immediate

About Telix Pharmaceuticals Limited

Telix is an Australian public company (ASX: TLX) headquartered in Melbourne with international operations in Europe, the US and Japan. Our vision is to be a leading, global biopharmaceutical company in the field of “theranostic” radiopharmaceuticals and we are currently developing a portfolio of clinical-stage products that address significant unmet medical needs in oncology and rare diseases.

Description

We are currently looking for an experienced Executive Assistant to the EMEA President of Telix Pharmaceuticals. The successful candidate will also provide high level support to the EMEA leadership team and act as a pivotal link between the leadership team and internal and external stakeholders.

No two days will be the same! Core responsibilities will include:

- Supporting the President with administrative duties such as calendar management, travel organization, etc.
- Organize the agenda and minutes for monthly Leadership Team meeting
- Organization of internal events and functions
- Undertake expense report/reporting
- Manage incoming and outgoing communication for the Group
- Support onboarding of new staff during induction
- Produce of reports, presentations and internal communication as required
- Office management including office supplies and 3rd party relationships

We are looking for an individual with superior interpersonal and communication skills who demonstrates a willingness to work collaboratively with global team members across multiple time zones. Strong organization and prioritization skills are a must! A proactive approach and commitment to high quality outcomes are also required.

To be considered for the role, you must have progressive experience in a similar role in a complex, dynamic organization. Candidates must demonstrate advanced proficiency in writing, editing, and proofreading. Advanced skills with MS Office (Word, Excel, Outlook, PowerPoint) and a high level of competence with office, corporate and internet software programs are also required.

Candidates require proficiency in English and French. Applications should be in English.

This is an exciting time for Telix. Come join us on our mission to help patients with cancer live longer, better quality lives!

No agency submissions will be considered for this role.