



**BACHI, the Belgian Association of the Consumer Healthcare industry, is currently looking for a Office Manager/Management assistant (H/F) :**

**Function Title:**

Office Manager / Management assistant

**Function description:**

The Office Manager will be in charge of all administrative support within BACHI.

This position reports directly to the general manager, Marc Gryseels.

**The main duties will be :**

- Update internal databases with data of our contacts (members, stakeholders, industry, media..)
- Miscellaneous communication to the Members (emails)
- Monthly Newsletters for the members
- Contacts with members, authorities and other stakeholders
- Update of the Bachi website (upload documents, create new user profiles,...)
- Organisation of meeting (invitations in Outlook, logistics, communication)
- Office management (office supplies, catering for meetings,...)

**Areas of competence:**

Team Player
Can-do mentality
Service-minded, open-minded
Diplomatic
Communication skills (NL/FR/E)
Able to work independently

**WHO is BACHI?**

BACHI is the Belgium Association of the Consumer Healthcare Industry.

This organization has been created by the pharmaceutical healthcare industry and for this industry.

The objectives are, in one way, to support our members with all kinds of services as :

Regulatory affairs, communication between members, information on new trends and legislations, market information, internet site platform and administration simplification.

On the other way, BACHI wants to represent and address the needs and problems of her members to the authorities as well as to find out with the authorities the best way to accelerate the OTC market development.

Today BACHI is already representing 85 % of the OTC companies.

If you are interested in this job, please contact Marc Gryseels. - [gryseels@bachi.be](mailto:gryseels@bachi.be)

