

At MintT, we're enabling a longer active and independent life for everyone. Our solution ISA detects, analyses and prevents falls of elderly in hospitals, nursing homes and service flats. Through the use of 3D sensors and AI, ISA is autonomous and at the forefront of technology while integrating privacy protection at its heart. **ISA improves patients' safety, medical teams' efficiency and families' peace of mind.**

## Office & Marketing Operation Manager

We are currently looking for an Office & Marketing Operation manager to take the lead on MintT's daily operations and support our marketing activities.

### Your job

- ✓ You will be in charge of the daily financial operations:
  - Monitoring and maintaining the operational budget
  - Managing the purchasing process with our suppliers
  - Managing the relationship with the accounting office
- ✓ You will be in charge of the daily Human Resources operations:
  - Managing the relationship with the HR office
  - Payment of salaries
- ✓ You will be in charge of the daily office management:
  - Inbound document management
  - Office rental management (rent, charges, investments)
  - Inventory management (IT, office)

*The daily operations will represent 50% of the job*

- ✓ You'll be in charge of the communication material production follow-up
  - Marketing collaterals
  - Website & social networks
- ✓ You'll be in charge of the trade shows and conferences organization
  - Subscription and relation with the organizer
  - Commercial activities at trade shows and conferences

*The operational marketing activities will represent 50% of the job.*

As a small and dynamic team, you'll have the opportunity to take an active role in Mint's development and grow with the company.

You'll enjoy our modern, dynamic and international environment in one of the most exciting Brussels neighborhood on Avenue Louise, at walking distance from Place du Chatelain.

We're offering a full-time job with possibility for a 4/5 part time.

### Your skills

- ✓ MintT services and technologies are human oriented, therefore empathy and social skills are important
- ✓ Dutch & French (fluent speaking/writing), English is a plus
- ✓ Knowledge of MS Office tools
- ✓ Basic knowledge of web tools (Wordpress, Google Analytics) is a plus
- ✓ Basic knowledge of graphic tools (Photoshop, inDesign, Première) is a plus
- ✓ Ability to acquire new skills

### Your profile

- ✓ Experience in the medical industry is an important plus (e.g. a medical secretary looking for more operational responsibilities or a medical delegate looking for more varied function).
- ✓ You're a team player
- ✓ You're creative and solution oriented
- ✓ You're interested in new technologies

### Contact and application

Please send your resume to [contact@mintt.care](mailto:contact@mintt.care)