

## Exciting Opportunity: Office Manager at MAHI!



Are you a people-person who loves to communicate? Do you get a kick from organizing events? Do you love to bring structure in administration? If you are getting excited, you might just have found the perfect opportunity to further grow your career! Join us at MAHI, a dynamic startup revolutionizing maritime autonomous navigation! We're not just about work; we're about making a real impact and having fun while doing it.

**About MAHI** At MAHI, we're pioneering the next generation of maritime autonomous navigation technology, and we're growing rapidly due to our recent successes. Our mission is to exceed customer expectations through high-quality products and exceptional support. We're a team of tech enthusiasts, software wizards, tinkerers (yes, our founders have 3D printers at home), and visionary business minds. If you're ready to provide value and truly make a difference, MAHI is the place to be.

Located in the picturesque city of Mechelen, right at the heart of Flanders, MAHI offers a vibrant environment at the crossroads of Antwerp-Brussels and Leuven-Gent.

### 👉 What's in it for you?

- A challenging job with the opportunity to make a real impact as part of the early team in a fast-growing, and internationally active company
- A flexible work environment that allows you to unite an exciting job with a personal life
- Competitive salary and fringe benefits

### 🔧 Main Responsibilities

- Manage the office as point of contact with the landlord and take care of all practical requirements to create a stimulating work environment
- Organize the practicalities for conferences and events, both internal demonstration events for our clients and external conferences/industry events
  - Bookings and registration
  - Communication between stakeholders
  - Arrangement of logistics


- Creation of playbook and communicate to colleagues
- Attendance of conferences as contact person at our booths
- Support marketing on LinkedIn and our own website
  - Update website and draft blog posts
  - Draft LinkedIn posts and schedule LinkedIn campaigns
- Organize practicalities for client projects, such as shipping arrangements for our products
- Support on administration of Finance, HR, and Recruiting

### Skills Required

- Pragmatism and punctuality are your second nature
- You have at least 1 year experience in roles that require you to bring structure (e.g; project management, office manager, executive/personal assistant)
- Proficiency in either Microsoft office or Google Workspace
- Fluent in English and Dutch


### Bonus Points

- Experience in a technical environment
- Fluent in French and/or Spanish
- Driver licence B or higher

 **Details:** Curious to know what a typical day in this job looks like? Although no two days will be the same, the below schedule should give a good impression:

- Start the day in our office in Mechelen with a great cup of coffee or tea
- Take an hour to draft a LinkedIn post about our next software feature, which will launch next month
- At the end of the week, a shipment to our customers will be collected by the shipping company. You spend a good hour to confirm all logistics are in place
  - You contact the shipping company to make sure they have the right pick-up address and time.
  - You confirm inventory is available or it is scheduled for assembly
  - You check the availability of packaging materials and procure additional if needed
- The rest of the morning you plan recruiting interviews for our open position
- We sit together with the entire team for lunch (yes colleagues aren't necessarily family but we still like to eat together)
- The afternoon is all about an upcoming conference, planning, planning, planning
  - You provide company information required by the conference organizers

- You align with our marketing agency on the timeline for the booth design and marketing video.
- You start collecting existing video material to confirm its feasibility for our next marketing video and send it through to the agency.
- After a full day of work, you are ready for a well-deserved break. You cycle, ride the train or drive home as we're conveniently located in the city of Mechelen, close to public transport and parkings.

 **Application** Ready to join the MAHI team? Please send your application to [jobs@mahi.be](mailto:jobs@mahi.be) with the following:

- Confirmation of your willingness to work onsite in Mechelen, Belgium
- Your CV/Resume
- Share how you heard about us and your expectations for the job
- Indicate your preferred starting date

We value diverse perspectives and encourage candidates from all backgrounds to apply. Thank you for considering MAHI as your next adventure!