

All-round Office Professional

—with ambition in Creative Scale Up

FOODPAIRING® CFI

consumer
flavor
intelligence

a unique approach that brings actionable insights
to predict your next booming flavor

eat bread
female, 25 yrs old
china single

Vegan
male, 35
US, married
marketer



About the Foodpairing® Company

—We are a creative foodtech company at heart.

Foodpairing is a market research and information technology company identifying the successful flavour combinations of tomorrow. Through discovering the combination of scientific flavour insights and unique consumer data, we reduce the time to market and increase the success rate of product launches - this can improve enjoyment and the quality of our lives.

Ours is a unique approach to foodtech that utilizes chemistry, physics and data science as a launching pad for the future of food. It's no secret that our food system is out of balance. Global issues such as climate change, sustainability and obesity are directly related to food. By changing the way we eat, we can restore our planet.

Foodpairing strives to be a part of the solution and to become a global leader in the foodtech industry. Our long-term mission is to become the go-to platform for creating unique, fully customizable recipes based on science to promote healthy, sustainable lives.

—Are you ready to be at the forefront of Foodtech?

Your Mission @ Foodpairing

Your task package falls within the areas of Office Management, Accountancy & HR.

Foodpairing is in an intensive scale up phase on its way to further growth. The number of employees and customers are growing. We are recruiting to make our projects a success as the strategic and game changing R & D business partner of the customer.

Our growth needs smooth operational support so that partners and employees can fully focus on their core tasks.

Therefore, today we have an opportunity for a dynamic, enthusiastic and entrepreneurial colleague who wants to support specific corporate operational tasks - HR, Recruitment, Finance operations.

Your role

- Responsible for proper management and smooth support in human resource matters such as wages, insurance, meal checks, transportation.
- Preparation and support of the financial administration.
- Carry out specific assignments relating to HR contracts and contacts.
- Participate in the recruitment process.
- Managing HR startup with new employees.

Your profile

- Very communicative and a people person with a positive attitude.
- Teamplayer and fun to work with you.
- Flexible and at its best in a dynamic and creative environment.
- Hands-on mentality, and a multitasker.
- Easy and smoothly in keeping an overview and set priorities.
- Efficient approach.
- No nine-to-five mentality

Your Qualities

- You have at least 3 years experience in Office Management / Accountancy / HR
- Required IT skills.
- You have a good oral knowledge of English and French
- Basic knowledge of social-legal legislation is a plus

Foodpairing® offers & advantages

- Challenge within a dynamic, fast-growing start-up with a no-nonsense culture.
- You are part of a dream team.
- Very varied job content.
- Growth opportunities.

Flexible hours and a good salary + extras

—Join our team! We can offer you a successful and rewarding career in an award-winning start-up.

Apply now

Send your motivation letter and resume to us. State how you want to contribute to our company.

—<https://foodpairing.typeform.com/to/B4GOkA>