

1 Context

Nuclear medicine has evolved significantly in recent years with the emergence of radiotheranostics, a modality combining targeted diagnosis and therapy using radio-isotopes. This approach offers a promising alternative in the treatment of various cancers. Radiotheranostics utilizes radio-isotopes that, upon decay, emit radiation to precisely locate and/or destroy cancer cells. Among these, Actinium-225, an alpha-emitting isotope, is one of the most promising for therapeutic applications.

A key challenge in making this therapeutic solution accessible to more patients is ensuring the availability of high-quality Actinium-225 in large quantities, often referred to as "the rarest drug on Earth." PanTera, established as a joint venture between SCK CEN and IBA, leverages their unique expertise and resources to enable the production of Actinium-225.

As PanTera grows, our need for HR support increases. We are looking for an enthusiastic and hands-on **HR officer** to strengthen our growing HR team. In this role, you will ensure that our HR operations run smoothly and provide practical support across the entire employee lifecycle. You enjoy getting things done, have an eye for detail and thrive in a dynamic scale-up environment where no two days are the same.

2 Your responsibilities

As our HR Officer, you will support a broad range of operational HR activities, including, but not limited to:

- Acting as a first point of contact for employees and answering day-to-day HR-related questions.
- Coordinating and managing administrative onboarding activities to ensure a smooth start for new employees.
- Supporting payroll administration in close collaboration with our social secretariat (SD Worx).
- Assisting in recruitment activities, including interview scheduling, candidate communication and overall recruitment administration.
- Managing compensation and benefits administration and ensuring accurate follow-up.
- Maintaining and updating HR data, employee records and organizational information.
- Providing administrative support to other departments when needed and contributing to the collaborative spirit that characterizes a growing scale-up environment.
- At a later stage, the HR officer will also be involved in:
 - Supporting the development and implementation of HR policies and procedures.
 - Contributing to the continuous improvement of HR processes and, where appropriate, supporting broader HR projects and strategic initiatives.
- This position reports to the HR Manager

3 What we are looking for

- A Bachelor's degree or equivalent experience in Human Resources or a related field.
- Good knowledge of Belgian labour legislation is essential.
- Fluency in Dutch and English, both written and spoken, is essential. Working knowledge of French is considered an asset.
- A first experience in an HR administrative role is preferred, but not mandatory.
- High integrity and a strong sense of confidentiality when dealing with sensitive employee and company information.
- Strong administrative and organizational skills with excellent attention to detail.
- A self-starter with the ability to work autonomously, take initiative and follow through on actions.
- Comfortable working in a fast-growing and evolving environment.
- Flexible and willing to support colleagues and teams beyond the boundaries of the HR function when needed.

A first experience in HR administration and/or payroll is preferred and candidates eligible for a startbaanovereenkomst are strongly encouraged to apply.

4 Who you are

You are a practical and energetic HR professional who takes initiative, enjoys supporting others and likes action and busy days. You are a true doer who combines accuracy with a positive and service-minded attitude. You feel at home in a scale-up environment, where flexibility and collaboration are just as important as expertise.

5 What we offer

You will join an ambitious and innovative company with a strong culture and a collaborative atmosphere. You will have the opportunity to develop yourself within a broad HR role, work closely with colleagues across the organization and contribute to building professional HR practices in a rapidly growing company that is making a difference for patients worldwide.