

# Administrative Manager

Barcelona, Spain (Full-time)

JobID - AM20002

ZYMVOL® is a biotech company specialized in the design, development and application of molecular modeling software in the discovery and development of new industrial enzymes.

We are looking for a dynamic and motivated individual for a position as **Administration Manager** reporting directly to the Chief Executive Officer.

## What you can expect working at ZYMVOL®:

**Environment** – We are a small but very motivated team. You'll be working in a fast-growing company with great potential to advance personally and professionally.

**Attractive economic conditions** – Compensation will depend on previous experience but competitive conditions are available. Medical insurance is included. Permanent term after one-year temporary contract.

**Equal opportunity employer** – All aspects of employment including the decision to hire, promote, or discharge, will be based on merit, competence, performance, and business needs.

## Required Qualifications:

- +5 years of experience in a similar position
- Critical thinker and problem-solving skills
- Team player with excellent interpersonal and communication skills
- English and Spanish proficiency needed
- Good time-management skills

## Responsibilities:

- Plan, coordinate and manage all administrative procedures and systems
- Ensure the smooth and adequate flow of information within the company
- Purchase new material as needed
- Identify process bottlenecks and offer solutions for improvement
- Oversee facilities services and maintenance
- Organize and supervise other office activities

## Application

To apply for this position, please send your CV along with a cover letter to [careers@zymvol.com](mailto:careers@zymvol.com) until February 15<sup>th</sup> 2020. Please include the **JOBID AM\_20002** in the subject.