

OFERTA DE EMPLEO

DATOS DE LA EMPRESA	
Nombre de la Empresa: Danaus Pharmaceuticals	
Sector y actividad de la empresa: Empresa StartUp Biotecnología – Terapia Génica	
DESCRIPCIÓN	
Puesto a cubrir: Executive Assistant	Nº plazas: 1
Tareas:	
<ul style="list-style-type: none"> ▪ Manage and coordinate complex executives' calendars: schedules meetings and conference calls and presentation materials. ▪ Coordinate, assist in planning, and monitor meetings; actively manage reception and conference room calendars. Manage prep and close-out of meetings including video-conferencing set-up, dial-in set-up, printing of materials. ▪ Regularly interacts with international team to prepare materials for meetings or presentations. Assist in PowerPoint presentations, Microsoft and Google applications, when needed. ▪ Handle correspondence and highly confidential/sensitive information. ▪ Answer all incoming calls, manage domestic/international travel arrangements and work on special projects assigned. ▪ Liaise with other departments on requests and priorities. ▪ Manages and reconciles expense reports, initiates purchase requisitions submissions, and contract drafting and submissions. ▪ Consult with Executive Management and their support staff on issues and proposed solutions. ▪ Provide general office support to staff as needed. ▪ Office upkeep, stocking supplies, and managing office equipment. Ensure office space and equipment is well-maintained, organized, secure, and supplies are always stocked. ▪ Monitor general office supply and manage orders. Coordinate department and individual requests as a part of weekly orders. ▪ Coordinate with shipping requestor to ensure all approvals, customs forms and other required documents are compiled prior to compounds shipping. ▪ Office coordination with building's management, facilities/maintenance, and other office vendors. Assist in reservation of shared spaces with the building. ▪ Assist and manage IT and HR, ▪ Provide onboarding process for new hires, including interview and candidate coordination. ▪ Ad Hoc Admin support including registering employees for conferences; maintaining company phone, photo, and directories; conducting general errands as needed for company events or shipments; ordering business cards for employees; scanning business cards for senior leadership. 	
REQUISITOS	
Perfil: Executive Assistant	Experiencia: mínimo 5 años
CONTRATO	
Tipo de contrato: Tiempo Completo	Duración: Indefinido
Fecha de inicio: Cuanto Antes	
Jornada: Completo	Horario: 9:00-18:00
Lugar de trabajo: Faraday 7, 28049	
Remuneración: en base de experiencia	
SELECCIÓN DE CANDIDATOS	
Dirección envío de CV: michael_tadros@corrgene.com	
Fecha límite recepción de CV: 30 de junio 2022	