

Grant and Office Manager

MiMARK is a spin-off company focused on improving Women's Health. We are specialized in discovering and validating clinically impactful biomarkers in gynecological fluids to provide innovative diagnostics across gynecology indications. In MiMARK we envision these fluids as the next step in liquid biopsy in the gynecological arena.

In 2020, MiMARK received EU funding, such as EIT Health Wild Card award (2021) and EIC Accelerator (2023). In addition, we have been awarded with national funds (Spain).

We are seeking you!

We seek a Grant manager to assist MIMARK with grant managerial and company administration activities.

The perfect candidate is a passionate, entrepreneurial, and all-around talent with a background in administration and project management willing to grow up with us on this incredible adventure.

You will have a unique opportunity to work with a highly passionate and committed team to bolster the growth of the company.

Responsibilities

- Grant Management (public funding sources):
 - Economic project justification (budgeting, follow-up of project execution, preparing external audits, etc.).
 - Provide support in project coordination (project planning, reporting, coordination issues with third parties, etc.).
 - Personnel justification and timesheet management.
 - Assistance in the preparation of new grant applications (Budget and administrative sections).
 - Dissemination activities (website maintenance and management of social networks, etc.).
- Control of expenditures and invoices:
 - Purchase orders management for materials (tracking orders, deliveries, invoices, and payments).
 - External providers and subcontractors' relation
 - Contract management, selection, service contract, and follow-up of activities and contracts.

- Inventory management
- Support to general management activities:
 - People management activities, including recruitment and selection process, curricula management, training plan, team building activities, etc.
 - Quality management activities, including documentation, change-control management, audits, etc.
 - Travel activities, including congress/workshop/course registration and material preparation, travel and accommodation reservations, reimbursement process, etc.

Requirements

- Education: A bachelor's degree or higher in business and administration or similar.
- Proficiency in English; written and spoken.
- Budget management experience.
- Project management training and skills:
 - Including the ability to plan, execute, and monitor projects.
 - Economic project justification, including financial reporting, external audit preparation, and project execution follow-up.
 - Experience in coordinating activities with third parties and generating reports.
 - Ability to manage personnel justification, timesheet management, and ensure compliance with funding requirements.
- Proficient computer skills, including MS Office and database management.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills for effective collaboration with internal and external stakeholders.
- Attention to detail and ability to work with accuracy.
- Passionate, well-organized, proactive, and eager to learn.

Benefits

We would like you to profit from joining a team of talented people that share the passion to develop minimally invasive diagnostics based on gynecological fluids to improve women's health. We would like to offer you a competitive compensation package:

- Full-time job.
- Incorporation expected by 3/4Q 2023.
- Salary adjusted to the curricula of the candidate.
- Great location in Barcelona (teleworking is optional).

- Flexible working hours, since we aim to balance the reconciliation of work and personal life with work responsibilities.
- Entrepreneurial environment and a great team!

Selection process

The selection process will consist of a merit-based procedure in alignment with the Open and Transparent recruitment system of the European Commission. In brief, we will first check the eligibility criteria based on the candidate's CV and by considering the requirements described in this job offer. Those passing this check will be interviewed. The selected candidate will be officially invited to join MiMARK's team.

If you are **passionate** in joining us,
contact us by sending your **CV and motivation letter to hello@mimark.es**
We look forward to receiving your application **before 7th August 2023**