

## Administrative assistant

MiMARK is an In Vitro Diagnostic (IVD) spin off company from Vall Hebron Research Institute (VHIR) created in 2021 and focused on improving Women's Health. We specialize in the development and validation of clinically impactful biomarkers in gynecological fluids to provide innovative diagnostics across gynecology indications. In MiMARK we envision these fluids as the next liquid biopsy in the gynecological arena to provide easy to access and reliable diagnostics.

Our first product, WomEC, is an IVD immunoassay-based technology that includes biomarkers and algorithms for a high-efficiency diagnosis of endometrial cancer. Our company is growing in portfolio, including development of an IVD for Endometriosis diagnosis.

### We are looking for you!

MiMARK is seeking an **Administrative Assistant** to join our team and help with the day-to-day operations that keep our work flowing smoothly.

This role will focus on administrative support tasks, providing thoughtful assistance to our projects and processes, and ensuring that the team can work collaboratively and effectively. We are looking for someone who values care, inclusion, and shared growth, and who is comfortable working in an environment that emphasizes equality and mutual respect.

You will work alongside a multidisciplinary team that embraces diverse perspectives and recognizes that every contribution matters.

### Responsibilities

As an Administrative Assistant, you will support MiMARK's operations by undertaking the following tasks:

#### General Administrative Support:

- Ensure proper naming and organization of company documentation, maintaining an orderly and accessible filing system.
- Create and maintain organized databases related to administrative tasks.

- Manage general company email accounts (hello@; admin@; others), ensuring timely and effective communication.
- Provide proactive administrative support to team activities.
- Provide proactive administrative support to communication activities, website, LinkedIn, etc.
- Handle any other administrative duties as assigned to ensure smooth team operations.

Procurement and Resource Management:

- Place purchase orders and manage follow-ups for orders and deliveries.
- Manage invoices, providers and payments.
- Administrative support on accounting activities and expense analytics.
- Manage inventory (Lab and office).
- Participate in financial justification processes related to competitive funding.
- Maintain and update internal databases related to invoices and providers.
- Maintain fluent communication with providers.

Team Support:

- Provide proactive support on training plan organize and maintain employee records and curricula, organize internal and external training activities, documentation and quizzes, etc.
- Coordinate travel and accommodation arrangements, including congress, workshops, or course registrations.

Provide support for documentation of quality management system.

**Requirements**

We are looking for a candidate with the following qualifications, skills, and qualities:

- Professional training or experience in administration or office management.
- Proficiency in MS Office tools (Excel, Word, PowerPoint, Outlook) and general IT literacy.
- Ability to manage and maintain organized databases or filing systems.
- Fluent in English (written and spoken).
- Proficiency in Catalan or Spanish.
- Organization nerd, with attention to detail.

- Committed to creating an inclusive and supportive environment guided by MiMARK's principles of equality and care.
- Engaged, organized, proactive, and open to learning in a collaborative setting.
- Entrepreneurial spirit.

### 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:

- Part-time / Full-time job open to candidate availability.
- Incorporation during Q3 2025.
- 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 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 who pass this check will be interviewed. The selected candidate will be officially invited to join MiMARK's team.

If you are **passionate** in joining us,

Apply to the following [link](#)

We look forward to receiving your application **before 5<sup>th</sup> of August 2025**.