

DIVERSA

Edificio Emprendia, Campus Sur
15706 Santiago de Compostela
(A Coruña)

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JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT

DIVERSA (www.diversatechnologies.com) is a biotechnology company located in Santiago de Compostela, Spain.

At **DIVERSA** we specialize in the formulation and intracellular delivery of therapeutic molecules, offering them new opportunities to develop into the clinic. Molecules that otherwise would not reach their site of action, can now be delivered to the target with their therapeutic properties intact thanks to our patented delivery technology.

DIVERSA's ambition is to prompt the development of innovative therapies for the ultimate benefit of patients, starting a therapeutic revolution.

DIVERSA offers an open position as **Administrative Assistant**. This position is a unique opportunity to add value to the growing field of biotechnology in Galicia (<https://www.galiciabio.tech/>) and to develop a professional career in a biotech company projected to be a reference in the sector of drug delivery and nanomedicine.

Position Summary

The employee is expected to work to support the management team of **DIVERSA** in a variety of tasks related to the administrative and financial management of the company. The employee must have a great positive mind set and flexibility and tolerance to adapt to changes.

Areas of Responsibility

- Support budget preparation and invoice management for the team.
- Administrative support to the CEO including managing of complex calendar and execute administrative activities.
- General secretarial duties for department members (e. g. travel arrangements incl. conference registrations, travel costs reimbursements and general correspondence)
- Purchasing and Compliance.
- Update databases and other company materials as needed.
- Coordinate, manage and support preparation of internal/external meetings, videos and conference calls including minute taking
- Project management support and monitorization.

- Coordination of appointments, meetings and ensuring adequate meeting and technical facilities are available.
- Will support their teams on all administrative aspects of the contracting process with external vendors.
- May be asked to assist with other/various projects as required
- May be required to perform other related duties as required and/or assigned.

Qualifications and Experience

- Bachelor's Degree is strongly preferred but is not a requirement.
- Prior experience as an administrative assistant (~2), preferably supporting senior level management, is highly desired.
- Prior experience in Biotech preferred.
- Excellent written communication and organization skills.
- Excellent application of office software (Word, Excel, PowerPoint and SharePoint).
- Proven ability to work independently, highly organized and effective in handling multiple detail-oriented projects in a fast-paced environment.
- Flexible in terms of short notice changes to tasks and priorities.
- Strong interpersonal skills and a team player.
- High attention to detail and results, and precision in creating reports, correspondence, and/or presentations.
- Professional English level

Conditions

- Full-time contract.
- Flexible schedule working hours to reconcile work and family life.
- Competitive salary.
- Remote and in-person work.
- An interdisciplinary research environment.
- DIVERSA provides excellent opportunities for personal growth.

If you are interested, please send us a one-page CV to info@diversatechnologies.com (subject: Application for Administrative). Only candidates selected for an interview will be contacted. More info can be requested at the same email.

DIVERSA technologies, S.L., is an equal opportunity employer.