

**Job Title:** Team Assistant

**Position Summary:**

The Team Assistant is responsible for key administrative activities in the Company and supports the team with a number of control tasks. He/she will be a major contributor to the smooth running of the Company's activities and will be able to plan and prepare for current and future administrative requirements. The role will require close co-operation and integration with all Company functions including communication, IT tasks, research, development and business/commercial. The Team Assistant reports to the Chief Commercial Officer and will closely collaborate with relevant functions of the Company.

An opportunity has arisen for an initial temporary position for a 6-month period with the possibility of prolongation. In addition, the position could offer the flexibility of a 50-100% commitment over the period of employment.

**Key Responsibilities:**

- Minutes and documents management, update, tracking and archiving.
- Support financial & budget management for the Company functions.
- Electronic data room management including due diligence procedures.
- Calendars' planning and management including team and events calendar.
- Website activities, social media posting (Twitter, LinkedIn), events and news monitoring.
- External material tracking including non-confidential and confidential material.
- Office equipment support and procurement.
- Orders and shipments monitoring.

**Qualification and Skills Requirements:**

- BA/MA in business administration or relevant discipline (ideally 3+ years of work experience) or equivalent education. Alternatively, Commercial Apprenticeship (Kaufmännische Ausbildung) with 3+ years of working experience.
- Relevant experience in administration or financial management and planning.
- Strong affinity with IT monitoring (website improvement, cloud structure monitoring, data processing management)
- Previous experience to support life science or research project management is an advantage.
- Experience within a Pharma or Biotech environment is an advantage.
- Track-record of working in fast-paced environment, cross-disciplinary project teams and coordination of multiple and diverse activities.
- Strong organization and collaborative working skills.
- High sense of responsibility, self-motivated and problem-solving attitude.
- Pro-active and team-player attitude.
- Excellent communication skills in dealing with internal and external stakeholders.
- Very good office skills (PowerPoint, Word, Excel, Outlook).
- High proficiency in English (written and spoken) is a must; German language as an important asset.

To apply, please send your CV and motivation letter to [info@synendos.com](mailto:info@synendos.com)