

Job Title: Corporate Administrator | 6 months | 80-100%
(Temporary cover for maternity leave)

Company: Synendos Therapeutics AG

Location: Basel, Switzerland

Job Summary:

An opportunity has arisen within Synendos Therapeutics AG to provide cover for a maternity leave of 6 months. The Corporate Administrator is responsible for overseeing financial, administrative, and corporate governance functions to ensure compliance with company guidelines. He/she will play a key role in planning, implementing, and maintaining processes that support the Company's growth and operational efficiency. This role involves close collaboration with all Company functions, including research and development, clinical activities, and business/commercial operations.

Key Responsibilities:

- Manage financial administration, including overseeing accounting operations, validating invoices, developing and monitoring budget and financial plans, and ensuring departmental budget efficiency.
- Oversee contract lifecycle management, ensuring accurate tracking, secure storage, and appropriate archiving of corporate and contractual documents.
- Lead quality management initiatives by coordinating review processes, collaborating with external consultants, and ensuring compliance with established standards and procedures.
- Administer corporate activities, including handling Human Resources (HR) requests, monitoring leave and attendance, and developing HR policies and guidelines.
- Provide strategic support for business development and investor relations, including maintaining investor databases, preparing status updates, and coordinating investor meetings.
- Manage external financial/investors request, including organizing due diligence activities and ensuring proper documentation.
- Oversee corporate communications, ensuring the effective management of the Company's messaging, social media presence, and website updates.

Qualifications & Experience:

- 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.

- Previous experience supporting 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.
- High proficiency in English (written and spoken) is a must; German language is a plus.

Why Join Us?

- Opportunity to support growth of a biotech.
- Collaborative and dynamic work environment with growth opportunities.
- Competitive salary, benefits, and professional development support.

Interested candidates are encouraged to apply by submitting their resume and cover letter to info@synendos.com