

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 research, development and business/commercial. The Team Assistant reports to the CEO and will closely collaborate with relevant functions of the Company.

Key Responsibilities:

- Minutes and corporate documents management, tracking and archiving
- Support financial & budget management for the Company functions
- Contract management, tracking and archiving
- Project management support
- CDA management with potential partners and consultants
- Electronic data room management including due diligence procedures
- External material tracking including non-confidential and confidential material
- Quality management support: documentation and archiving
- Calendar planning and management
- Office equipment support and procurement
- Supporting website activities and social media posting (Twitter, LinkedIn)

Qualification and Skills Requirements:

- BA/MA in business administration or relevant discipline (ideally 3+ years of work experience) or equivalent education. Or Commercial Apprenticeship (Kaufmännische Ausbildung) with 3+ years of working experience.
- Relevant experience in administration or financial management and planning.
- Previous experience to support project management is an asset.
- 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 asset.

To apply, please send your CV and motivation letter to info@synendos.com