

July 17th, 2020

QUANTRO Therapeutics is a visionary and dynamic Vienna-based start-up company that strives to establish a novel class of effective therapeutics interfering with disease-causing transcriptional programs in cancer and other diseases. At our R&D labs and company headquarter at the Vienna BioCenter Campus we currently have an opening for an

ADMINISTRATIVE RESEARCH ASSISTANT TO CEO & LAB (F/M/D), PART OR FULL TIME

The position can be filled **immediately** and comprises of the following **tasks and responsibilities**:

- Assisting the CEO with respect to general administrative tasks (calendar & appointment management, reporting processes, electronic and paper file system creation and maintenance, travel management, payment processes, etc.)
- Support of selected molecular biology tasks in alignment with the laboratory staff
- Management of office and general supplies as well as support with ordering and maintenance of lab equipment, consumables and reagents
- Communication and alignment of tasks and topics with service providers and partners (Startup Labs, tax, payroll, IT, legal, etc.)
- Support in preparing, enhancing, or finalizing documents using Word, Excel, Power Point or similar IT applications

The ideal candidate should contribute the following **qualifications and experiences**:

- Graduation as CTA, BTA, or similar technical education with profound commercial or administrative on-the-job experience, acquired over several years; alternatively, successfully completed apprenticeship in a commercial or administrative job with several years of professional experience in a scientific or technical, research-based company
- Profound knowledge of and ability to apply and master functionality of all MS Office applications
- Very good command of English (oral/written) and very good knowledge of the German language
- Excellent organizational and communication skills across all hierarchical levels of a company and towards external business partners and service providers
- Service and solution-oriented mentality with high degree of self-motivation as well as flexibility and agility to address the fast moving and changing needs of a start-up business
- Open minded team player, willing to learn and also take up tasks outside own area of responsibility when needed
- Ability to multi-task and work under time pressure on multiple activities with high degree of resilience
- Contribute to a friendly and productive work environment with a creative mindset

QUANTRO Therapeutics offers cutting edge R&D in the areas of applied molecular biology, functional-genetics and transcriptomics. We are a diverse and dynamic team working with an international background and in collaboration with outstanding and globally recognized scientific experts to transform therapeutic approaches in oncology and other diseases.

The minimum monthly salary (posted according to Austrian legal requirements) for this position amounts to EUR 2,000 gross based on fulltime (40 hours per week), 14 times per year. Part time employment (minimum 50%) is possible. Depending on relevant job experience and qualifications the remuneration can be negotiated. QUANTRO offers a competitive salary, personal development opportunities and flexible working time arrangements.

If you think that you are a perfect match for the above described profile and are interested to work in an inspiring and visionary start-up environment, we are excited to receive your application and are looking forward to making your acquaintance. Please send us your comprehensive application file including a detailed CV and a short note why you would be eager to join QUANTRO Therapeutics and let us also know your date of earliest availability and salary expectations.

For upfront questions, more information, or to direct your written application please contact Dr. Dieter Nachtigall, CEO of QUANTRO Therapeutics: dieter.nachtigall@quantro-tx.com, +43 664 9158111.