

October 22nd, 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 ASSISTANT (M/F/D), 50-70% part time

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

- Assisting the CEO and team with respect to general administrative tasks (calendar & appointment management, reporting and monitoring processes, electronic and paper file system creation and maintenance, travel management, payment processes, etc.)
- 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
- Depending on qualification and interest, simple operational lab related tasks may be added to the job profile

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

- Successfully completed apprenticeship in a commercial or administrative job with several years of professional experience in a scientific or technical, research-based company. Candidates with technical laboratory training (e.g. as CTA, BTA, etc.) and sufficient experience in the tasks listed below are very welcome to apply as well
- Profound knowledge of and ability to apply and master functionality of all MS Office applications
- Excellent command of English (oral/written) and very good knowledge of the German language
- Basic understanding of accounting and able to meticulously and accurately handle financial data
- 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
- 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; i.e. 1000 EUR gross for 20/hours per week), 14 times per year. Adaptation of part time degree (minimum 50%) is possible depending on skills and actual areas of work. 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 letter of motivation why you would be eager to join QUANTRO Therapeutics. Please 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 Dieter Nachtigall: dieter.nachtigall@quantro-tx.com, +43 664 9158111.