

April 15<sup>th</sup>, 2022

**QUANTRO Therapeutics** is a visionary and dynamic Vienna-based start-up company that strives to establish a novel class of effective therapeutics against 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 to the CEO (m/f/d)**

The position can be filled **immediately** and has responsibility for the following **tasks**:

- Effectively assisting the CEO (calendar & appointment management, Board meeting organization, electronic and paper file system maintenance, travel management, document preparation, office supplies management, etc.)
- Communication and interaction with service providers and partners (real estate rentals, tax&accounting, payroll, IT, legal, etc.)
- Support of financial monitoring and preparation of budgets; creating financial evaluations and charts; regular preparation of operational payment processes in collaboration with accounting
- Support of HR processes (hiring, time recording, payroll preparation, etc.)
- Assisting in official company communication processes incl. web appearance / homepage maintenance and social media postings
- Supervising contract management processes and contract monitoring

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

- Professional training and at least 5-10 years of on-the-job experience in executive leadership support and office administration
- Profound knowledge of and ability to apply and master functionality of all MS Office applications
- Excellent command of English (speak/read/write) and very good knowledge of the German language
- Understanding of business administration and accounting processes, meticulously and accurately handling 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



The minimum monthly salary (posted according to Austrian legal requirements) for this position amounts to EUR 2,400 gross, 14 times per year. 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 would like to become a member of a diverse and dynamic team with a multi-national background and work in an inspiring and visionary start-up environment, we are excited to receive your application. Please send your CV and a letter of motivation electronically to Dieter Nachtigall, CEO: [dieter.nachtigall@quantro-tx.com](mailto:dieter.nachtigall@quantro-tx.com). In case of upfront questions please call Dieter at +43 122 6600110.