

August 2nd, 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 (lab/office rentals, tax&accounting, payroll, IT, legal, etc.)
- Support of financial monitoring and preparation of budgets; creating financial evaluations and charts
- 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 successful 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



QUANTRO offers a competitive salary, personal development opportunities and flexible working 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. In case of upfront questions please call Dieter at +43 122 66001-10.