

Office Manager **Barcelona, Spain (Full-time)**

BIONURE FARMA (www.bionure.com), a biotech company developing innovative drugs to treat neurodegenerative diseases, is currently looking for a talented and highly motivated individual (m/f) for a position as **Office Manager** to join a multidisciplinary and dynamic team in the vibrant environment of the Barcelona Science Park.

Job brief

You will provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a variety of tasks related to administrative and communication tasks, both internal and external, including data compiling for reports, graphic content for presentations and interaction with basic accountant requests. You will be reporting to the management of the company.

Responsibilities

- Monitor office supplies and research advantageous deals or suppliers
- Produce reports, presentations and briefs
- General assistance for specific processes such as communication campaigns, newsletters, press releases
- Develop and carry out an efficient documentation and filing system
- Undertake the tasks of receiving calls, take messages and correspondence
- Maintain diary, arrange meetings and appointments and provide reminders
- Make travel arrangements
- Collaborate with the Finance Department in accounting and controlling processes

Skills and experience

- Handle external requests and queries appropriately
- Proficient in English and Spanish as the predominant languages in the company
- High level verbal and written communications skills
- Proactive and with a hands-on attitude

- Excellent knowledge of MS Office software
- Handy on communication tools
- Ability to manage dedicated projects
- Basic skills on finance and controlling
- Previous exposure to small sized companies in the field of life science, medtech or biotech areas will be well considered
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- Discretion and confidentiality

Offer conditions

- Full-time employee (Mon-Fri)
- Salary: to be decided regarding competences and previous experience

If interested, please send your CV to: jpenya@bionure.com, att. Julian Peña