

Barcelona, November 26th 2021

SpliceBio is a biotech company spun out from Princeton University and based in the Barcelona Science Park (Barcelona, Spain), developing novel gene therapies to treat currently incurable genetic diseases.

We are looking for an experienced Executive Assistant to support our company's CEO and C-level management and manage our office. The responsibilities of the Executive Assistant include managing calendars, coordinating agendas, making travel arrangements, filing documentation and providing general administrative support.

Key duties:

Support C-level's daily activities:

- Scheduling and organizing Board of directors meetings, including travel organization, meals.
- Organization of the agenda of the C-levels: prioritizing inquiries and requests while troubleshooting conflicts; making judgements and recommendations to ensure smooth day-to-day engagements.
- Scheduling meetings, teleconferences and videoconferences across time zones. Organizing events (bookings, agendas).
- Managing travel logistics: Leading and coordinating travel itineraries. Coordination of calendars, travel plans, flight and hotel bookings, expense reimbursements, filing, etc.
- PowerPoint, Word and Excel Documents – Preparing and proofreading documents.
- Preparation and tracking expense statements.
- General administrative support.

Support Laboratory manager in purchasing activities:

- Support to place orders and create POs, coordinate between Lab manager, and Financial Department.
- Purchasing of necessary products for the office (office supplies, drinks, snacks, fruits, decor, etc.) in order to create a pleasant workplace
- Improve and optimize purchasing workflow for office and lab supplies to reduce workload and costs. Keep list with supplier details up to date.
- Keep appropriate tracking of purchases by updating purchasing file according to lab staff needs.

Candidate requirements:

- At least 5 years' experience as Executive assistant, preferably to the C-level
- Language requirements: Trilingual in English, Catalan and Spanish.
- Executive PA diploma or certification.

- Strong verbal and written communication skills.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Project Management experience relating to organizing and leading events and projects.
- Exceptional organisational skills.
- Proactivity, looking ahead at future activities, projects and events and anticipating needs, problems and possible outcomes.
- Empathy, sensing other people's emotions and acting accordingly.

We offer:

- Permanent full-time contract in an exciting international biotech start-up environment
- Salary package commensurate with the qualifications and experience of the candidate
- Starting date: ASAP (latest February 2022)

How to apply:

All applications must include:

- A cover letter.
- A full CV including contact details and previous experiences.
- 2-3 contacts for references.

The application must be submitted by email to the following address, indicating the offer reference EA-2022 in the subject message: info@splice.bio

Deadline: December 31st 2021.