

Administrative assistant

LUMIRIS is a biotech spin-off from the Bioengineering in Reproductive Health group, the first Open Innovation Lab at IBEC. The group is a multidisciplinary team where biologists, physicists and business developers synergize to create a unique environment shaped by applied science and entrepreneurship through the creation of spin-off companies. Due to the high translational component of our research, we have established collaboration contracts with the pharma industry, hospitals, and venture capital to bring our technology to the clinics and the market.

LUMIRIS will develop and commercialize a non-invasive diagnostic device for the selection and assessment of embryos and gametes. LUMIRIS owns the METAPHOR technology, a breakthrough imaging technology, which combines hyperspectral imaging and artificial intelligence. Embryos are classified based on their metabolic profiles, taking advantage of the natural auto-fluorescence of key cellular components, thus, allowing for embryo classification in a robust, non-invasive way.

Our diagnostic device aims to address an unmet clinical need, the efficient selection of the best embryo for transfer at the IVF clinic. Despite technical advances in the last decades, the mean successful rate of an IVF treatment, that is, the number of initial transferred embryos leading to a live birth is low (30%), and repeated unsuccessful IVF cycles imply a significant emotional, physical, and financial burden for women and couples. Optimal embryo selection reduces time to pregnancy, thus ensuring patients conceive as soon as possible. The company has already been invested and the technology is ready to be marketed globally in the short term.

The successful candidate will support the CEO in the establishment of the newly founded company.

Responsibilities:

- Provide overall support to the CEO.
- Responsible for the administrative management of the company.
- Offer assistance in writing projects, documents and company presentations.
- Interaction with IBEC management offices (HR, IT, Projects Office) and different stakeholders national and international.
- Responsible for the company communication strategy implementation: social network, website, outreach activities.
- Management of correspondence, calls and site visits.

Requirements:

- Training related to the position.
- Previous experience (minimum 3 years) in administration, finance, and office management.
- User knowledge of MS Office and image editing software.
- Pro-active, responsible and resolute attitude.
- Excellent organizational and time management skills.
- Ability to work autonomously and in a team.
- Advanced English level.

What we offer:

- Immediate start and permanent contract
- Salary: €30K- €40K commensurate with experience
- Flexible schedule

How to apply

Interested applicants should send a CV including contact details to aferrer@ibecbarcelona.eu indicating the reference code Lumiris2023/001. Applications will be reviewed on a rolling basis until the position is filled.