

Administrative Officer Assistant

Curaxys (www.curaxys.com) is a technology based company specializing in research, development, manufacture and marketing of monoclonal antibodies (Mab). Currently, Curaxys is considered the most important biopharmaceutical business project in Spain. The company is committed to achieving an ideal environment for professional development of its employees and common goals personal and business.

Duties and Responsibilities

- To assist Finance/Administrative Officer in administering and monitoring all activities of the Administration section, ensuring that it is operating smoothly, efficiently and in a timely manner.
- To assist Finance/Administrative Officer in supervising and providing guidance to team members regarding the commitment of works assigned.
- To actively communicate within team and with other departments in a cooperative and good will manner through all possible communication means.
- To assist Finance/Administrative Officer in organizing and maintaining the filing system of the Open Institute:
- Organizational documentations
- Employees' profiles, their related documents, and contracts
- All organizational policies: statute, policy and meeting minutes.
- To assist Finance/Administrative Officer in organizing, to check and manage the following things:
- Effective use of the office's supplies and stationeries
- Draft letters/ of thanks, reply letter, invitation letter to other organizations and institution concern.
- To take minute for the meetings as assigned by the Executive Director or her designated person.
- To participate in the organization's policy development, if necessary.
- To organize and maintain regular inventory list of property of the organization at every six months basis in cooperation with finance officer assistant.
- To liaise with external contacts to assure smooth operation of the Administration, i.e. local authorities, partner organizations, and so on.
- To take part in staff/volunteers recruitment and selection
- To provide organizational orientation to staff/volunteers
- To regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor
- To participate and contribute knowledge and experience to build team capacity
- All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor
- Administrative access permission (user name and password) of all hosting and web systems are only granted to do the assigned tasks. Any change must have prior approval from the immediate supervisor.

- To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the
- Executive Director or the person designated by the Executive Director.

Formation

Bachelor degree Economic Science, Finance and Legal Studies or MBA, with a minimum average qualification 1.7. The candidate has to demonstrate fluent English skills, which will be a key issue

Location

Parque Tecnológico Tecnobahia, Ctra. De Sanlúcar Km. 6,2, El Puerto de Santa María. 11500 Cádiz.

Contact

Please send applications including a recent photo, curriculum vitae, degree certificates and presentation letter to jcebada@curaxys.com (PDF files).