

JOB OFFER

Executive & Administrative assistant – maternity leave replacement

Job title	Executive & Administrative assistant
Role	Assist the executive team in ordinary course of business
Position type	Maternity-leave replacement (~9 months), 100% (part-time possible), fixed-term contract.
Dates	August 2019 – end March 2020

Lunaphore Technologies is a young start-up company active in the In Vitro Diagnostics (IVD) field developing a product based on a microfluidic technology to analyze tissue samples for cancer diagnostics. In the frame of a maternity-leave replacement, we are looking for an Executive & Administrative assistant with great organizational, planning and communication skills, ready to join a hard-working team, passionate about taking Lunaphore to the next-level.

Key responsibilities

The Executive/administrative assistant reports directly to the CEO and is in charge of providing administrative support and assistance to the executive team. This includes:

General administration

- Organize and coordinate meetings, conferences and travel arrangements
- Arrange and confirm appointments; Handle incoming mail and phone calls
- Maintain document archiving
- Follow and review the budget periodically
- Manage office supplies and assist in laboratory supplies order
- Manage invoicing and coordinate with external parties (accountants)
- Contribute to maintain and improve the quality system in order to comply with all applicable regulation and standards, especially with ISO 13485.

Human Resources

- Assist with the recruitment and interview processes
- Manage payrolls and salary certificates as well as administrative formalities during entire employee lifecycle or prior to hiring
- Maintain records of personnel-related data
- Ensure communication and coordination with external parties (fiduciary).

Facility management

- Ensure that the facility is operating as it should and coordinate facility maintenance needs with external parties
- Ensure contractual and organizational communication with external parties related with facility management (e.g cleaning/moving/communications companies).

Skills

- You have excellent organizational skills, ability to manage deadlines and multiple priorities
- You are reliable
- You have a strong sense of confidentiality
- You have an excellent command of written & oral English and French
- You have excellent knowledge of Microsoft Office software programs (Word, Excel, PowerPoint)
- You have knowledge of standard administrative practices and procedures
- You have the ability to adapt in a constantly changing environment.

Preferred qualifications

- Diploma or certificate in related field (commercial assistant, executive assistant, or similar)
- 1-2 years' experience in a similar position is a strong plus.

We offer

- A young and strongly growing high-tech start-up
- An international working environment with high level of diversity and strong network.
- A highly interactive team with strong personal and technical qualities

Contact information

If you are interested, send your application (CV + cover letter + any relevant document) to: **human.resources@lunaphore.com**