

Executive Assistant (f/m/d)

Pet ownership constantly increases and nowadays people are considering their cat or dog as a family member. As pets live longer, they develop similar geriatric and civilization diseases as humans but there is a gap in the availability of innovative and specific treatments for serious diseases or chronic conditions in companion animals. Our mission is to develop novel, species-specific therapeutic antibodies from our proprietary, and state of the art antibody platform. The whole team is very passionate identifying unmet medical needs and supporting veterinary health professionals as well as pet owners in treating dogs & cats with novel highly efficient drugs.

To strengthen our team, we are looking for a highly motivated Assistant to the CEO with a passion for pets.

Your tasks are...

- To oversee and support all administrative duties in the office and ensure that office is operating smoothly, including:
 - Any accounting activities such as creating invoices, filing and adding invoices into the DATEV accounting system and requesting offers
 - The organization of meetings (internal and external meetings) as well as writing of agendas and minutes as applicable
 - The organization of any travel activities, including travel expense reports and provision of itineraries
 - To support the Management Team in preparing grant applications and to actively participate in the preparation of reports of funded projects (tracking of time and personal)

You have ...

- A degree in business administration, communications, or a related field OR 2-5 years of work experience in an administrative/office management role
- An exceptional attention to detail
- Excellent MS Office skills and hands on experience in Microsoft Word, Excel and PowerPoint
- Ability to work in a team and enjoy taking an active part in shaping the company's future.
- Independent and structured way of working as well as excellent organizational skills
- Good communication skills in German and English
- An outstanding team player attitude
- Reliability and trustworthiness as you are reporting to the CEO!

We offer ...

- Great working atmosphere in a highly motivated team
- A variety of interesting tasks and challenges in direct exchange with the Management Team
- Dogs for stress reduction

You love facing new challenges every day and performing tasks in many different areas? You want to be an integral part of a growing team of a START-UP COMPANY? We are looking forward to receiving your application *via* Email career@adivo.vet (pdf format only!). The position is initially for a fixed term of two years.

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