

## Job offer for the incorporation of an Office Manager

GENESIS Biomed is a consulting company specialized in the research and entrepreneurship sector. We offer services focused on this sector, especially the preparation of business plans, support in private fundraising and Interim CEO for startups and spinoff clients.

On the other hand, we manage our own fund called GENESIS Ventures, specialized in investing tickets of up to 100k in research projects in early phases.

The GENESIS team is currently made up of 11 people and we need to incorporate an Office Manager in September 2021.

### Profile:

- University studies.
- Previous expertise in companies or organizations in the biomedical sector will be valued.
- English advanced.

### Activities:

- Provide administrative support to the company team.
- Document management.
- Management of the commercial relationship with clients and suppliers.
- Support in the development and implementation of marketing campaigns.
- Organization of corporate events and participation in congresses.
- Management of the corporate image of the company.
- Coordination of agendas, trips and meetings.
- Support in the different processes of the organization.

### Offer:

- Incorporation in September 2021.
- Integrate into a close and warm work environment but at the same time professional and demanding.
- Working hours: 20h per week.
- Economic conditions to be negotiated based on the profile of the candidate.

Interested candidates please send motivation letter and CV to [contact@genesis-biomed.com](mailto:contact@genesis-biomed.com), with the reference Office Manager.