

# Innovarum | Admin. Assistant & Office Manager

OPEN POSITION – HYBRID, PART TIME (20h)

Part-time (20h) position for a junior office manager and/or administrative assistant. Hybrid position (Madrid & remote) with attractive remuneration.

MANDATORY: C2 English level.

APPLICATION INSTRUCTIONS: send your CVs and motivation letter ASAP to [careers@innovarum.es](mailto:careers@innovarum.es).

Applications will be assessed on a weekly basis.

KEYWORDS: #OfficeManager #Administration #HorizonEurope #Agrifood #bioeconomy

## About Innovarum

We are INNOVARUM ([www.innovarum.es](http://www.innovarum.es)) a company founded in 2013 and based in Madrid. We assist entities operating in the agri-food sector and the bioeconomy in shaping, writing, communicating, and managing their R&D and Innovation projects. We mainly work with start-ups, SMEs, large companies, Universities, Research and Technological Centres from across Europe. We team up with our clients and assist them in making their innovations real. Currently, we take part in 8 EU projects. Our job is highly interesting and creative!

## The profile

We are looking for an energetic administrative young professional to work in our team in the long-term: well organized, flexible, and willing to enjoy the administrative challenges of supporting an office of diverse people. Someone with a creative spice and the ability to suggest improvements that doesn't mind wearing multiple hats.

## What we offer you

1. A permanent part-time (20h) hybrid contract with a competitive salary range.
2. Supportive, enjoyable, and comfortable work environment: flexible working schedule, remote work, and a well-connected modern office space.
3. Being part of a young, thriving, and international team!
4. A path that is full of potential. We are a company in constant development where individual ideas are always valued.
5. A role in a company that supports ethical and environmentally sustainable projects.

## The position in short

The Administrative Assistant and Office Manager will offer **administrative support** across departments, and coordinate **office management** tasks to ensure organisational effectiveness, efficiency, and safety.

## What will your work be like in more detail?

### ADMINISTRATION SUPPORT

- Support the CEOs.
- Support with the preparation of quotations for clients and follow ups. Support with contracts, suppliers & invoicing (assure invoices of internal expenditures are dully retrieved).

- Support with administrative procedures during project proposal preparation (for example, but not limited to: request partners' administrative information, budgets, setting up any required meetings or presentations...etc).
- Support with administrative procedures connected with the management of active projects.
- Support maintain & develop a client database.

### OFFICE MANAGEMENT

- Maintain & track stock of office supplies (from notebooks to Ink cartridges) & of services provided (cleaning...etc).
- Keep office inventories up to date: IT devices, office supplies...etc.
- Ensure functioning of IT systems: supervise the office condition and arrange repairs if needed.
- Similar potential functions

## Before applying, check out the required skills!

### MANDATORY SKILLS

1. English & Spanish C2 level (proficiency) is MANDATORY, both oral and written. Refrain from applying if you do not fulfil this requirement!
2. **Proficiency in MS Office** (Excel, MS TEAMS, Word, and Outlook).
3. **Previous relevant experience in similar job positions: +3.**
4. Education in business administration, accountancy or similar.
5. Proactive, good with numbers and initiative.

6. Excellent time management skills and ability to multi-task and prioritize work.
7. Attention to detail and problem-solving skills.
8. Strong organizational and planning skills in a fast-paced environment.

### BONUS POINTS

9. Other languages.
10. International experience: professional or during education/training.

Apply now! CV+ motivation letter (in English) to [careers@innovarum.es](mailto:careers@innovarum.es)