

# Innovarum | Admin. Assistant & Office Manager

OPEN POSITION – HYBRID, FULL TIME

Full-time 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. **Experience is not the most important requisite for the job, we are looking for motivation and strong will to learn.** 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 full-time 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, on the one hand, **assist in the financial reporting of ongoing projects**, and, on the other, he/she will coordinate **office management** and internal procedures to ensure organisational effectiveness, efficiency, and safety.

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

### ADMINISTRATION AND ACCOUNTANCY

- Assist with the preparation and dully retrieval of internal accountancy, travel forms, other record keeping documents, and/or its association to externally funded projects.
- Assist in project financial reporting.

- Support the CEOs on the preparation of quotations for clients and follow ups, sending and receiving signed project, clients, and staff contracts.
- Define procedures for the preservation, protection, retrieval, transfer, and disposal of office records. E.g., taking note of the vacations/days off/medical leaves of the staff, take team meeting minutes (rotating with other members of the staff) ...etc.
- Assure invoices of internal expenditures are dully retrieved.
- Assist in project proposal preparation by retrieving partners' administrative information, budgets, setting up any required meetings or presentations.
- Complete and keep up to date databases.
- Review and update company templates for contracts, quotations, NDAs, etc.
- Support communication tasks when needed. For example, in the preparation of the newsletter, social networks, blog posts preparation, etc.

### OFFICE MANAGEMENT

- Maintain & track stock of office supplies (from notebooks to printer´s ink) & of services provided (cleaning...etc).
- Plan and implement office operations, procedures, systems, layouts, and equipment procurement.
- Directly manage a budget for office supplies and other errands.
- Supervise the office condition and arrange repairs if needed.
- Similar potential functions

In general, the person that holds this position will work on activities that support the company operations, - working on projects administration as well as maintaining/organising office systems and its correct implementation of by the office staff- assuring a good and efficient work environment for all team members!

## 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. University degree: business administration, accountancy or similar.
4. Good with numbers
5. Excellent time management skills and ability to multi-task and prioritize work.

### BONUS POINTS

6. Proven experience as an office manager, and/or administrative assistant.
7. Other languages.
8. Attention to detail and problem-solving skills.
9. International experience: professional or during education/training.
10. Strong organizational and planning skills in a fast-paced environment.

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