

Innovarum | Admin. Assistant & Office Manager

Open Position – Part time (hybrid, partly remote)

Part-time position for an office manager and/or administrative assistant with proven experience. Hybrid position (Madrid & remote) with an attractive remuneration.

Mandatory: C2 English level.

Application instructions: send your CVs and motivation letter (in English) to careers@innovarum.es. Applications will be assessed on a weekly basis, the expected starting time is first quarter 2022.

Keywords: #OfficeManager #Administration #HorizonEurope #Agrifood #bioeconomy

About Innovarum

We are INNOVARUM (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 experienced and energetic administrative 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 will your work be like in more detail?

(1) Administration

- Assist project proposal preparation by retrieving partners' administrative information, budgets, setting up any required meetings or presentations.
- Support the CEOs on the preparation of quotations for clients and follow ups, sending and receiving signed project, clients, and staff contracts.

What we offer you

1. A permanent part-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. A position that allows for further commitments apart from work.
4. 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.

- 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.
- Assist with the preparation and dully retrieval of internal accountancy, travel forms, other record keeping documents, and/or its association to externally funded projects.
- Assure invoices of internal expenditures are dully retrieved.
- 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.

(2) 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 TECHNICAL SKILLS

1. **English & Spanish C2 level (proficiency) is MANDATORY**, both oral and written.
Refrain from applying if you do not fulfil this requirement!
2. Proven experience as an office manager, and/or administrative assistant.
3. Solid background in business administration and accountancy.
4. Knowledge of office administrator responsibilities and procedures.
5. Proficiency in MS Office (MS TEAMS and Excel, Word, and Outlook, in particular).

OTHER EXPECTED SKILLS

1. Excellent written and verbal communication skills.
2. Able to work independently with little supervision.
3. Excellent time management skills and ability to multi-task and prioritize work.
4. Attention to detail and problem-solving skills.
5. Strong organizational and planning skills in a fast-paced environment.

Apply! CV+ motivation letter in English
to careers@innovarum.es

