

Administrative Manager

Barcelona, Spain (Full-time)

JobID – **AM2023**

ZYMVOL® is a biotech company specialized in the design, development and application of molecular modeling software in the discovery and development of new industrial enzymes.

We are looking for a dynamic and motivated individual for the position of **Administrative Manager**, reporting directly to the Chief Executive Officer.

What you can expect working at ZYMVOL®:

Environment – We are a small but very motivated team. You'll be working in a fast-growing company with great potential to advance personally and professionally.

Attractive economic conditions – Compensation will depend on previous experience but competitive conditions are available. Medical insurance is included. There will be a 6 month probation period.

Equal opportunity employer – All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

Responsibilities:

The administrative manager will be accountable for all administrative functions within the company. The role is very critical to an efficient functioning of all corporate areas. The main responsibilities include but are not limited to the following:

- **Office administration-** Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints. The person will oversee all facilities services, and maintenance activities within the office.

- **Internal communication-** Ensure the smooth and adequate flow of information within the company.
- **Finance Management-** Reception and filling of all invoices related to service providers, employee bills; prepare financial summaries and ensure timely payments in coordination with the outsourced partner.
- **HR & Recruitment-** Support in recruitment, onboarding and outboarding processes.
- **Company documents-** Organize all company related documents in the intranet or google documents as predetermined.
- **ISO-** The administrative manager will work with all department heads to ensure that the processes comply with the ISO norms as well as ensure everything is in order for annual ISO audits.
- Organize and supervise other office activities (recycling, renovations, event planning etc.)

Required Qualifications:

- Proven experience as administration manager.
- Degree in HR, business administration or relative field.
- In-depth understanding of office management procedures and departmental and legal policies.
- Proficient in MS Office.
- Team player with excellent interpersonal & communication skills.
- English and Spanish proficiency, written and spoken.
- Legal permission to live and work in Spain.

Application

To apply for this position, please send your CV along with a cover letter to careers@zymvol.com until March 15th 2023.

Please include the **JobID "AM_2023"** in the subject.