

## Office Manager and Administrative Assistant

### Description of the company

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 bioeconomy -mainly agri-food sector- in shaping, writing and managing their R&D and Innovation projects.

We mainly work with start-ups and SMEs, but as well with large companies, Universities, Research and Technological Centres from all across Europe. We team up with our clients and assist them in making their innovations real. We seek for a candidate eager to get engaged with innovation, passionate about industry and about the agri-food sector, who can work closely with clients, colleagues and project partners, and who can work to meet tight deadlines. Our job is highly interesting and creative.

### Description of the position and its duties

The Office Manager and Administrative Assistant will, on the one hand, organise and coordinate office administration and internal procedures in order to ensure organisational effectiveness, efficiency and safety, and, on the other, he/she will assist in the financial reporting of ongoing projects.

We are looking for an experienced and energetic professional to work in our team in the long-term.

The new colleague we are looking for is expected to:

- Support company operations by maintaining office systems and supervising staff, assuring good ambience for working efficiently.
- Maintain office supplies and services by organizing office operations and procedures.
- Directly manage a budget for office supplies and other errands.
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records. E.g. taking note of the vacations/days off/medical leaves of the staff, writes team meeting minutes (rotating with other members of the staff).
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement. Maintains the office condition and arrange necessary repairs.
- Design and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Welcome new employees with Innovarum's basic training on company procedures and orients them in their first period in the company.
- Support the CEOs on the preparation of quotations for clients and follows up sending and receiving signed project and contracts.
- Assist with the preparation and dully archiving of travel forms for internal accountancy and/or its association to externally funded projects.
- Assure invoices of internal expenditures are dully retrieved.
- Provide general support to visitors.

- Assist in planning in-house or off-site activities, like parties, celebrations and conferences.
- Provide support when necessary in the financial reporting of ongoing EU projects.
- Help in recruiting staff.
- Similar potential functions.

Mandatory requirements:

- Bilingual in English and Spanish. **MANDATORY. C2 level (proficiency) both oral and written.** This is mandatory since our daily work is executed in English, so please refrain from applying if you don't fulfil this requirement.
- Solid background in business administration and accountancy.
- Proven experience as an office manager, and/or administrative assistant.
- Proven experience in financial reporting of EU projects.
- Knowledge of office administrator responsibilities and procedures.
- Proficiency in MS Office (MS Excel, Word and Outlook, in particular).

Expected skills:

- Excellent written and verbal communication skills.
- Able to work independently with little supervision.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational and planning skills in a fast-paced environment.
- A creative mind with an ability to suggest improvements and that doesn't mind wearing multiple hats.
- Well organized, flexible and willing to enjoy the administrative challenges of supporting an office of diverse people.

Characteristics of the position:

We offer a permanent full-time contract position located in Madrid, with an attractive remuneration.

The expected starting time is along February 2020.

**We look forward to receiving your CV and motivation letter in English to [careers@innovarum.es](mailto:careers@innovarum.es)**