

**Position:** The successful candidate will work as an **Office Manager** within Biomunex

*Type of Job:* Full Time, permanent contract (CDI)

*Location:* The position is based in Paris

### **The Company:**

BIOMUNEX Pharmaceuticals is focused on innovation to create disruptive immunotherapy and biological approaches that enable future advances in cancer treatment for the oncologists and their patients.

BIOMUNEX Pharmaceuticals is a French biopharmaceutical company providing immuno-therapeutics through the discovery and development of cutting-edge bi- and multi-specific antibodies, created from its next-generation bispecific antibody (BsAb) proprietary BiXAb® platform.

The BiXAb platform enables BIOMUNEX to develop drug candidates with excellent drug-like properties in a time and cost-effective manner, mainly in immuno-oncology. The company has several on-going licence contracts and partnerships with top academic teams, such as Institut Curie in Paris or CNRS. The company is privileged to be working with a high level, international scientific team.

In 2019, Biomunex signed with Sanofi a licensing agreement for the development of bi- and multi-specific antibodies based on BiXAb® technology.

In February 2021, Biomunex Pharmaceuticals signed a strategic worldwide license and co-development agreement with Onward Therapeutics for proprietary bispecific antibody program, resulting from BiXAb® platform.

We are looking to recruit creative and diverse thinking individuals who would like to work in an innovative and entrepreneurial team-based environment. We aim to develop our people allowing individuals to achieve both their own and the company's goals

More information on <http://www.biomunex.com/>

### **Mission:**

Reporting to the CEO, your responsibility will include both the company's legal and administrative activities.

Your missions are multiple and varied and include in particular:

- Follow-up of contracts and management of agreements
- Drafting, negotiating and reviewing contracts (including business development agreements, academic collaboration contracts, MSA and CDA) with external partners and contractors (CROs, academic partners, consultants...) relating to the research and development of innovative products and collaboration / partnership agreements
- Manage corporate legal aspects and human resources contracts (work contracts or consulting agreements)
- Advice and legal support to the CEO and R&D team with the support of external IP experts and lawyers
- Follow up and support of CEO for administrative, accounting and general management activities

**Skills and competencies:**

- Master's degree in business law
- Previous experience in the healthcare and biotech sectors
- Good knowledge of intellectual property and sensitive to biotechnological innovations
- Pragmatic, rigorous, with good analytical and synthesis skills
- Able to handle several tasks at once and have a real sense of service
- The working environment is international and requires English fluency (written and oral).
- Comfortable working in a team
- Thorough interest in a young biotech company work environment, taste for innovation
- Other important criteria: flexibility, adaptability, reliability, respect, seriousness, organization, solution oriented

**What we offer:**

- Competitive salary
- Flexible work organization
- Opportunity to work with an international team with high technical and scientific backgrounds
- Opportunities for career development as the company grows and develops

**Application:**

Candidates should send the following documents to [recruitment@biomunex.com](mailto:recruitment@biomunex.com)

- Cover letter, including a motivation statement (1 page)
- Detailed CV
- 3 referees will be required