

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:

Under the responsibility of the CEO, your role will include administrative support to CEO and CSO, office current affairs management and lab and office suppliers' management.

Your missions are multiple and varied and include in particular:

- Support to the top management
 - o Manage the telephone and physical reception of the head office
 - o Ensure the processing and manage the filing and archiving of any document essential to the top management activity
 - o Manage the logistical organization of various meetings, events with visitors and/or external partners
 - o Manage, organize, and prepare trips and related activities
 - o Support of day-to-day activities
- Office management
 - o Management of purchases and stocks of supplies and consumables (lab and corporate):
 - Supply management
 - Purchasing follow-up (ie. Lab equipment with the R&D team, material, etc)
 - Receipt and entry of invoices
 - Management of supplier reminders
 - Communication of accounting elements to the finance team.

- Ensure relationship with service providers
- Creation of emails and allocation of access, badges, etc.
- Other related tasks depending on needs

Skills and competencies:

- Previous experience in the pharma or biotech sectors
- 3-4 years' experience in a similar position
- Familiar with the biotech lab environment and associated suppliers
- English fluency (written and oral)
- Excellent written and verbal communication skills
- Pragmatic, rigorous, with good organizational skills
- Proficiency with Microsoft Office and other office productivity tools
- Able to handle several tasks and have a real sense of service
- Comfortable working in a team
- Thorough interest in a young biotech company work environment
- Ability to maintain company confidentiality
- Other important criteria: flexibility, adaptability, reliability, respect, seriousness, solution oriented

What we offer:

- Competitive salary
- Dynamic environment and fast-growing company
- Opportunity to work with an international team with high technical and scientific backgrounds and to professionally grow with the company

Application:

Candidates should send the following documents to recruitment@biomunex.com

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