

# Administrative Assistant / Office Manager

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**Solgate** is a new research-driven biopharmaceutical startup that develops drugs targeting solute carrier (SLC) proteins, the largest family of membrane transporters. By modulating the function of the “gates” to cellular metabolism, Solgate aims to address unmet medical needs in neurological diseases, in metabolic disorders and in cancer. Solgate is located in the newly established IST Park, a space housing a growing community of technology startups and biotech companies, adjacent to IST Austria in Klosterneuburg, near Vienna.

Solgate is seeking to hire a motivated **Administrative Assistant** (m/f/d, full-/part-time) to join our fast-growing interdisciplinary research team, together developing novel small molecule therapeutics that modulate the functions of membrane transporters. We have a high-performance and result-oriented culture, looking for colleagues eager to learn. The ideal candidate will bring relevant experience, entrepreneurial drive, and a passion for advancing our mission.

## **Role and Responsibilities**

- Organize and oversee activities ensuring the daily operations of the company
- Oversee purchase orders and communicate with suppliers
- Liaise between the company, external collaborators and other offices
- Schedule, plan and coordinate meetings and events ranging from routine to intricate
- Assist with bookkeeping records, written reports, monthly accounts and projections
- Interact in a constructive and collaborative manner, both internally and externally, that appropriately represents the company values and creates a positive environment.

To accomplish the responsibilities of this role, the candidate must demonstrate excellent interpersonal, organization and communication skills.

## **Qualifications**

- Degree in a science-related (Biology, Chemistry) or business-related field (such as Business Administration, Economics), and passion to join a start-up
- Good presentation and communication skills, written and verbal communication skills in **German and English**.
- Previous working experience in similar roles such as team assistance, project management, executive assistant role, or office management.
- Problem-solving mindset: responding fast to new tasks and finding smart solutions, working independently recognizing where your support is needed; spotting things to be fixed before anybody else does; goal-oriented, reliable and accurate with an eye for detail
- Analytical personality comfortable with software tools: you know how to use structures, procedures, and IT that make things more efficient
- Accurate and accountable working style with the ability to work independently, take initiative and solve problems
- Background and/or experience in book-keeping, accounting, working with vendors is a valued asset
- Experience in project management is an advantage
- Excellent MS Office skills
- Comfortable in an agile working environment
- You are living in or willing to relocate to Vienna area or Lower Austria and you are already authorized to legally work in Austria.

At Solgate, you will have the opportunity to expand your knowledge and skills to advance your career and take part in the growth of Solgate from its early days. Solgate embraces diversity and equal opportunity and we are committed to building our team to represent a range of backgrounds, perspectives, and skills. We are obliged by law to quote the minimum wage by collective agreements, and can offer you a gross monthly remuneration

starting at 2515€ (full-time, paid 14 times a year in Austria). The actual remuneration package will be guided by your professional experience and your qualifications, with readiness to pay in excess of collectively agreed amount.

This position can be offered as full-time/ part-time position, with the possibility for flexible working hours and hybrid work, to be agreed upon.

To apply, please submit your **letter of motivation** and your **curriculum vitae** to our recruitment team using the link below. Please provide the documents as separate PDFs, with your name. We can only consider full applications with both documents submitted through the portal. Applications are reviewed on a rolling basis until the position is filled.

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## Additional information

Location	<b>Klosterneuburg</b>
Position type	<b>Part-time / full-time</b>
Start of work	<b>As of now</b>

## Responsible

Recruitment Team