



## **Junior Executive Assistant (full-time)**

**Date posted:** January 20, 2019

**Location:** Vienna, Austria

### **About HOOKIPA:**

HOOKIPA Pharma Inc. is a clinical stage biopharmaceutical company developing a new class of immunotherapeutics targeting infectious diseases and cancers based on its proprietary arenavirus platform that is designed to reprogram the body's immune system.

### **Position Summary:**

We are looking for a Junior Executive Assistant (full time, 40 hours per week) to join our highly motivated and dedicated team at HOOKIPA Pharma. The position requires excellent English language and organizational skills, ability to think and plan ahead and an open-minded and flexible personality. Other key responsibilities include:

### **Main Responsibilities:**

- Manage and maintain frequently changing calendars via Outlook, including detailed meeting and appointment scheduling.
- Arrange and confirm complex travel arrangements, both international and domestic; adjust and update travel itinerary as needed, in a timely manner.
- Handle all logistics associated with in-person meetings, conference calls, webinars, appointments, and/or conferences; reserve conference room(s) and coordinate any meeting needs.
- Correspondence with external partners.
- Create, format and edit documents in Word, Excel and PowerPoint.
- Prepare expense reports; ensure reports are consistent and in line with company policies.
- Manage and update contact information.
- Assist in various ad-hoc projects as needed.

### **Ideally You Will Have:**

- A winning smile and "can do" attitude.
- Strong initiative and work ethic with interest in growing with an international company.
- Excellent organizational and people skills.
- Works well under pressure, good multi-tasker and ability to prioritize.
- Strong verbal and written communication skills, courteous and friendly.
- Proactive and solution oriented, looking for ways to add value and assist the team.
- High level of professionalism in solving issues.
- Team orientated, accurate and structured working style.

### **Qualifications:**

- Completed economic/commercial education (e.g. HAK, HBLA) with focus on general administration
- 3-5 years of experience assisting at the management level
- Preferably in a life sciences, healthcare or pharma company, but not a must
- Advanced proficiency in Microsoft Office products (Outlook!, Word, Excel, PowerPoint)
- Fluency in English (both orally and written), good command of German language



**What we offer:**

- Strong and highly motivated team
- An excellent working atmosphere
- Opportunities for personal development
- Working in a multinational and multicultural environment

Minimum monthly gross salary from EUR 2.550,- based on fulltime (40 hours per week); depending on experience and qualification salary can be negotiated. Starting date: As soon as possible

**Contact:**

If you (m/f) are interested in this challenging position, please send your CV including a cover letter summarizing your qualification and experiences to: **talent@hookipapharma.com**

For more information on HOOKIPA please visit [www.hookipapharma.com](http://www.hookipapharma.com)