

Do you want to explore the biotech industry while studying your master's or PhD? Then this job might be for you!

Job Title: Scientific Student Assistant

Company: MinervaX

Location: Nordre Fasanvej 215, Copenhagen

Job Type: Part-Time, 10-15 hours/week

About MinervaX:

MinervaX is a dynamic and innovative biotech company based in Copenhagen, Denmark, pursuing the development of a maternal vaccine for the prevention of adverse pregnancy outcomes and life-threatening infections caused by Group B streptococcus (GBS).

Job Description:

We are seeking a motivated and detail-oriented Scientific Student Assistant to join our team at MinervaX. The successful candidate will play a crucial role in ensuring the smooth operation of our office environment and will provide support to various departments. This position offers a fantastic opportunity to be part of a pioneering biotech company, contribute to its success while learning about the biotech industry.

Key Responsibilities:

- Perform literature searches and write summaries on ad hoc questions.
- Support the project management organization with upcoming tasks relating to tool updates, tracking and reporting.

- Perform general clerical duties, including photocopying, scanning, and filing documents.
- Support the coordination of company events and meetings.
- Handle various administrative tasks as assigned by the office manager or other senior staff members.

Qualifications:

You are studying your master's or PhD degree in a relevant life-science, health-science or a similar related field. Preferably, you have experience in the field of immunology or bacteriology or similar. Additionally:

- Proficiency in MS Office (MS Excel, MS Word, MS Power Point and MS Outlook).
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.

What We Offer:

- A company where 56% of senior roles are occupied by women and 15 nationalities are represented.
- A collaborative and inclusive work environment.
- Opportunities for professional development and growth.
- Competitive salary and many daily benefits.
- A great physical work environment located at an easily accessible address in Frederiksberg. We expect you to come to work on the location, so it is preferable if you live in the Copenhagen metropolitan area.

- The chance to be part of a company making a significant impact in the biotech industry.

How to Apply:

If you are enthusiastic about contributing to the success of MinervaX and believe you meet the qualifications for this role, **please submit your resume and a cover letter to careers@minervax.com as soon as possible.**

MinervaX is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We look forward to receiving your application and exploring the possibility of welcoming you to the MinervaX team!

