

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

Job Title: Student Office 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 Student Office 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:

- Manage incoming and outgoing mail, including sorting, distributing, and preparing shipments.

- Maintain office supplies inventory, ensuring all necessary items are stocked and ordered as needed.
- Order and maintain refreshments, such as snacks and drinks and stock them in both of our kitchens.
- Assist with scheduling meetings, preparing meeting rooms, and arranging refreshments.
- 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.
- Ensure common areas, such as the kitchen and conference rooms, are tidy and well-maintained.

Qualifications:

You are studying your bachelor's degree in a relevant life-science, health-science or a similar related field. 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!