



## **Executive Secretary (Portugal)**

### **Our organization**

FairJourney Biologics is a world leading CRO on antibody discovery, engineering, characterization and production. It provides services to Big Pharma companies and top biotech's from the U.S., Europe and Japan. Its state of the art facilities are located in Porto, Portugal. For more information, please visit [www.fjb.pt](http://www.fjb.pt).

Company language: English

### **The role**

As an Executive Secretary, you are responsible for support the management team in our company. You will be the one to organize and maintain the executive's schedule and assist them by performing a variety of administrative tasks.

The goal is to contribute to the efficiency of the overall business by ensuring all assigned administrative duties are carried on timely and efficiently.

### **Your profile**

FairJourney Biologics is seeking an Executive Secretary, with the following characteristics:

- You have a Bachelor/MSc in the relevant field;
- You have proven experience as Executive Secretary or a relevant role;
- You have proficiency in MS Office and "back-office" software (e.g. ERP);
- You have an excellent command of the English language;
- You have excellent organization and time-management skills;
- You have outstanding communication and negotiation abilities;

### **We offer**

- Permanent position;
- Integration in a highly motivated team;
- Working in an international environment;
- Bonus incentives;
- Career development;

### **Additional information**

You will receive a contract directly with FairJourney Biologics. FairJourney Biologics is located in Porto, Portugal. Your application will be processed by FairJourney Biologics.

### **Interested?**

Applications must be submitted directly through our website [www.fjb.pt](http://www.fjb.pt), before the 12th of October 2018. Please use "Reference 10" for this position.

For more information about this position you can contact us at +351 222 437 510 or [info@fjb.pt](mailto:info@fjb.pt).