



Procurement Assistant (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.

Company language: English

The role

As a procurement assistant, you are responsible to ensure constant supply of materials as part of the procurement team in our company. You will also perform 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 procurement assistant or a relevant role;
- You have proficiency in MS Office and "back-office" software (e.g. Netsuite ERP);
- You have an excellent command of the English language;
- You have excellent organization and time-management skills;
- You have outstanding communication;

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, before the 2nd of October 2020. Please use "Reference 29" for this position.

For more information about this position you can contact us at +351 222 437 510 or info@fjb.pt.