



## BACK OFFICE MANAGER (RESPONSABLE D'ADMINISTRACIÓ)

We are looking for an experienced accounting professional to manage our company's accounts, all company purchases, and to support the CEO in order to deliver all of our products worldwide.

The profile:

- Bachelor's degree in Economics, Business Administration or similar.
- At least 3 years' experience in accounting.
- A high level of English (C1).
- A goal-oriented individual with an eye for detail.
- Financial and accounting skills.
- Experience in managing purchases and payments, and following-up work with customers and suppliers.
- Experience in managing projects and grants.
- Stamina and ability to adapt to a changing environment.
- Multi-tasking skills.

Perks:

- Joining a young, dynamic, growing team.
- Participating in a research project with high translational potential.
- Room for promotion.

Remuneration:

- Competitive salary.

Applications:

- Interested candidates please send a cover letter + CV to [meritxell@meritxellarque.com](mailto:meritxell@meritxellarque.com)