



Job Description: Administrative Assistant

Plant Response Biotech S.L. is offering a position located at its headquarters in Madrid, Spain, for an **Administrative Assistant**. Plant Response is an early stage agricultural biotechnology company and a global leader in plant innate immunity/plant stress management. The company has a robust pipeline of new products and technologies addressing stress and disease management in production agriculture.

Position Description:

- The position reports to the CEO of the company and will manage the activities of the Office Headquarters. Plant Response has a global presence and the position will be assisting needs across a broad global geography. The Administrative Assistant will manage day to day activities and assist the management team in their day to day activities and associated needs. This may include assistance in planning complex travel, management of expenses, day to day needs of the office such as maintenance of office supplies, answering incoming calls and other miscellaneous needs. Organizing meetings and booking conference rooms, preparing documents and other associated needs as they arise.
- The position will also oversee IT Management for office software issues, assisting in implementation of new technologies, purchasing and maintenance with third parties and technology software providers. Assisting in needs with mobile devices, laptops, cellular plans etc.
- Preparation of legal and official document templates like confidentiality agreements, material transfer agreements. This will be with the use of existing standard templates; no legal experience is needed. Management of the company's document archives, properly filing documents.
- Assisting in preparing general communications to staff, examples would include company policies and guidelines, Holidays, new press releases etc.
- Assisting staff in creating professional marketing presentations, working knowledge of PowerPoint and standard Microsoft Office applications is required. Managing company's marketing materials, designing, working with management on final design and approval, printing and managing inventory of all marketing materials.
- Website maintenance. Not design, only simple updates of personnel, open positions, press releases, updating technical information, updating pictures etc. No web design experience is needed.
- In the future, the website maintenance role may also include updating the company's presence on social media platforms, such as LinkedIn and Facebook. Promoting the company and posting new items such as mentioned in the website maintenance area above.
- Assisting in basic market research. Experience in this area is a plus but not required. This research may include compiling data assessing new markets globally or additional data needed for marketing materials.

Experience and Educational Requirements:

- Fluent in English, spoken and written, most documents and conversations will be in English
- University Degree, preferably in Business Administration or Marketing is desirable, but not required.
- Experience in a diverse administrative office environment, providing support to top management

Profile Skills:

- Impeccable communication and interpersonal skills and the ability to work with top level management. Self-motivated with good organizational skills. Strong attention to detail and drive for continuous improvement.
- Necessary computer-based skills. Ability to set up and maintain email systems, file sharing systems, and calendars, as well as proficiency with office software for presentations and communication.

We offer:

- Working in a challenging, professional, fast growing internationally active organization, with a high degree of responsibility and independence.
- Opportunity for career growth and experience in a high growth sector
- Full time contract role with compensation commensurate with skills and experience.