



Job Description Management Assistant

The TargED Biopharmaceuticals team has recently closed its Series A investment by which it will accelerate its lead candidate into clinical development towards patients. TargED is looking to recruit a Netherlands-based full time (part-time negotiable) management assistant who likes to take initiative and helps the team in this endeavor.

What will be your role?

As Management assistant, you will be a key player within the TargED team. Your tasks include delivering administrative and organizational support to the management team, and maintaining the ongoing projects. You will have the following responsibilities:

- Ensuring a smooth running of the day-to-day activities of the team;
- Managing the email correspondence, ensuring requests are handled by the team;
- Organizing conference calls, internal & external meetings as well as worldwide business travel, filing the expense claims;
- Coordinating the invoicing process;
- Formatting and proof-reading legal documents and presentations;
- Carrying out general secretarial tasks;
- Ensuring electronic filing of documents;
- Maintaining the contact database;
- Occasionally, translating short documents;
- Organizing and planning of company outings and events.

What profile are we looking for?

- You have at least 5 years of work experience, ideally as a management assistant and preferably in the Biotechnology sector;
- You have excellent communication skills; you have an outstanding level of English and a good command of Dutch;
- You have an advanced knowledge of MS office and are keen to learn how to use other software packages;
- You are pro-active, solution oriented and possess a strong attention to detail;
- You have excellent organizational skills and set high standards for yourself;
- You are discrete and can handle confidential information;
- As a true team player, you are reliable, flexible as to hours in busy times and you volunteer to help-out colleagues.

What can you expect from us?

Working with TargED Biopharmaceuticals encompasses an attractive salary, as well as a competitive rewards package of fringe benefits. Above all, it encompasses working in an informal yet professional and international environment. You will be encouraged to work independently as well as to take initiatives.



The office (Utrecht, the Netherlands) is easily accessible by public transport and has parking available, should you come to the office by your own vehicle.

Please send your CV + Motivation letter to info@targedbio.com.

For more information please contact:

TargED Biopharmaceuticals
Kristof Vercruysse
Chief Executive Officer
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About TargED

TargED Biopharmaceuticals B.V. is a biotechnology company that develops first-in-class biological drugs to improve treatment of thrombosis. TargED stands for Targeted Enzyme Delivery. Our biological drugs are unique by using small antibodies (“VhH”) to deliver enzymes to sites of thrombosis, enabling ‘targeted’ thrombolysis. The lead compound Microlyse is currently under development for the treatment of thrombotic thrombocytopenic purpura (TTP) and Acute Ischemic Stroke (AIS). Our objective is to accelerate thrombolysis in all forms of thrombosis, irrespective of the thrombus composition.

TargED, a spin-off of the University Medical Center Utrecht, was founded in July 2020 by Associate Professor at the Department of Clinical Chemistry and Haematology, Coen Maas, PhD, an expert in thrombosis and hemostasis, Steven de Maat, PhD, an expert in recombinant protein development and optimization, Marc van Moorsel, researcher with focus on Acute Ischemic Stroke and Kristof Vercruysse, with more than 20 years of experience in bringing biopharmaceutical compounds from pre-clinical proof of concept to market, most notably in Thrombotic Thrombocytopenic Purpura.

For more information please visit:

www.targedbiopharmaceuticals.com

www.linkedin.com/company/targedbiopharmaceuticals/