

*We're hiring!*

## People & Operations Manager for growing biotech firm

Manager to own all people and office related tasks for Copenhagen-based biotech company

Full-time or part-time position possible (min. 25 hours per week)

Application deadline: June 5, 2018

### Join us in pioneering industrial biotech

Synthetic biology is the new frontier of innovation and evolution. Digital transformation is a buzz word today, but synthetic biology will change the world of tomorrow. Today's ability to effectively modify DNA has started a wave of innovations, which use microorganisms as factories to replace chemical production but also to produce products, not previously imaginable.

Biosyntia is a thriving and growing 20 people research-focused biotech startup, located in Denmark, Copenhagen. Our vision is to build highly competitive fermentation processes to replace chemical production. With our fermentation process, we produce ingredients which can replace their chemical counterparts by lower cost, better functionality and being more sustainable. Currently, our product development pipeline is focused on novel additives, in particular vitamins and antioxidants for the food and feed markets.

### A versatile People & Operations Manager who enjoys juggling many tasks

Our fast growth has created a need for a dedicated person to be responsible for all people and admin tasks and processes. Until today, these tasks and processes have been owned by a senior part-time accountant and the company management. The manager will report directly to the CEO.

On the people side, responsibilities will relate in particular to drafting and finalizing employment contracts in coordination with management, clarifying contractual employment questions employees and management may have (e.g. questions relating to vacation, leave, overtime, etc.), proper vacation and leave registration, being responsible for hiring and termination processes as well as professionalizing our people management processes - while keeping the start-up spirit. The company has a legal counsel, who can support when needed.

On the operations side, responsibilities are very versatile and can be defined by four categories: **Admin tasks and processes.** Responsible for daily administrative tasks such as registering, filing and paying various invoices, ensure contracts with third parties are properly signed and achieved, buying office stationary supplies, updating our online profiles when needed as well as ensuring effective admin processes to limit time spend on these.

**Liaise with third party providers.** Key contact for especially non-R&D suppliers including re-negotiation and benchmark prices. Third party providers will include our office and lab space contractor, insurance companies, office stationary supplier, IT support, etc.

**Management reporting.** Complete and ensure high quality in the financial and performance reporting to both management and various EU and DK research grants. This task will be supported by our part-time accountant.

**Management assistance.** Support the management with juggling meeting calendars, booking flights, business visas, conference bookings, expense reporting and other various tasks.

We expect the manager to be motivated by being on top of various people management topics but also by juggling and ensuring completion of many different tasks. The person should be comfortable with getting things done in sometimes less structured processes, but also motivated by making these processes more effective. The person will interact and support the full organization and third-party relationships, so it will also be an important cultural and service role. Therefore, we expect the person to find energy in engaging with several different personalities, be service-minded and focused on making things work. Further, we focus on a learning environment, why the person should be open for feedback and personal improvements.

**In summary, the overall responsibilities are:**

**People tasks and processes (30% of time spend)**

- Completing and filing employment contracts
- Go-to-person for all employment related questions incl. maternity leave, work-permits
- Ensure people do accurate vacation registration and ensure vacation filing is completed
- Keeping the Employee Handbook up-to-date

**Admin tasks and processes (30% of time spend)**

- Ensure all tasks are completed such as invoice handling, contract archiving, etc.
- Optimize admin processes where possible

**Liaise with external non-R&D suppliers (10% of time spend)**

- Key contact for external relationship such as office space provider, insurance companies
- Ensure a process for improved sourcing via re-negotiation of contracts, benchmarking

**Management reporting (15% of time spend)**

- Consolidate figures from various sources to do financial and performance reporting
- Reports will be used for management reporting and research grant reporting

**Management support (15% of time spend)**

- Coordinating meeting calendars, booking flights, business visa, conference bookings, expense reporting and other various tasks.

**The expected qualifications:**

- Experience with and interest in people management including employment contracts
- Familiar with Danish employment law
- Experience with handling administrative tasks
- Experience and comfortable with completing finance and performance reports
- Advanced user of Excel and Word, comfortable with PowerPoint
- Completely fluent in Danish and English, written and spoken
- A structured, service-minded and positive personality

**We offer**

Our company is recognized as being highly innovative with more than 15 awards, including being one of the most innovative SMEs in Europe. We have a very international environment with a high ratio of non-Danes. Our company is well funded and have Novo Seeds, part of Novo Holdings, as an investor. As a small biotech company, we are very agile and have a short distance from

discussion to decision to action. Given our size, everyone's contribution is important and can directly impact the future of our company. We aspire to create a work environment which is innovative, high performing, feedback-oriented and positive. We believe we offer an overall attractive compensation package which is matched to the candidate's qualifications.

The position can be scoped to both a full time or part-time position, depending on the candidate. A min. of 25 hours per week is expected.

### Further Information

Please visit [www.biosyntia.com](http://www.biosyntia.com) or contact Martin Plambech (CEO) at [mp@biosyntia.com](mailto:mp@biosyntia.com).

### Application procedure

Applications must be submitted in English as *one* PDF file containing cover letter, CV and optionally references and recommendations. Applications should be sent to [joinus@biosyntia.com](mailto:joinus@biosyntia.com). Make sure to write "PO-MANAGER" in the subject header.

We very much look forward to consider your application.

**Application deadline is June 5, 2018**

