

Read more at

www.minipigs.dk or get additional information about the vacancy by contacting CEO, Lars Friis Mikkelsen, phone +45 2182 2172 or email lfm@minipigs.dk

Application and CV

plus relevant attachments in English or Danish should be emailed to lfm@minipigs.dk marked "Management Assistant" no later than 30 November 2017

Ellegaard Göttingen Minipigs

is the leading global breeder, developer and supplier of minipigs for biomedical research

The company has high standards of health, quality, knowledge and service

At Ellegaard Göttingen Minipigs A/S we base our daily work on respecting one another and our animals



Management Assistant

Ellegaard Göttingen Minipigs is looking for a skilled, experienced and proactive Management Assistant mainly supporting the CEO and the management team, but also being responsible for daily administrative support to the overall staff at Ellegaard Göttingen Minipigs. The position is referring directly to the CEO, and the Management Assistant will work closely with the management team.

We are expanding our business from being a breeder and supplier of Göttingen Minipigs to offer participation in scientific collaborations and commercialization of both Göttingen Minipig based disease models and transgenic animal models. Further, we are expanding our international activities to ensure our global position as being the leading supplier of minipigs for the global market.

This means that it is a busy working environment and working days with changes, reprioritizations and many exciting challenges.

The position as Management Assistant

Your tasks and responsibilities will include:

- oversee, coordinate and follow-up on activities in relation to our global partnership relations
- responsibility for coordination of our external contract management and related follow-ups
- support the CEO and management team with various tasks including meeting planning and follow-ups, coordination of visits and preparation of power point presentations
- general administrative support like internal and external project administration, QA system management and coordination plus supporting HR functions
- marketing activities including responsibility for planning and organizing exhibitions and congress activities plus preparing marketing material incl. newsletters and social media activities

What we expect

We imagine, that you:

- have an administrative background and a BA in English or similar business administrative related education
- are proactive, service-minded and a flexible person with a high drive and experience in administrative support
- are able to work independently and to make the right prioritizations in an active working environment
- have a structured approach, are good at maintaining the overview and have a quality mindset
- have good communication skills and are fluent in both written and spoken Danish and English and master MS office and you have flair for IT

The daily workplace will be in Dalmose, close to Slagelse, with limited travel activities to customers and partners.

We offer a competitive salary package and opportunities for further professional and personal development.

