


MUVON



THERAPEUTICS

MUVON Therapeutics is a clinical stage spin-off from the University of Zurich developing an autologous cell therapy for the regeneration of skeletal muscle tissue aiming to provide safe and effective treatments to millions of patients suffering from seriously debilitating diseases by not only repairing damaged tissue but also increase the regenerative potential of weakened muscles. Our initial therapeutic focus is the treatment of stress urinary incontinence in women, where we are currently in phase II of clinical development.

We are a young, dynamic, energetic team with outstanding dedication to bringing a significant change in patient`s lives. To support our vision of establishing personalized regenerative treatments as an affordable standard of care we are looking for an

Assistant to the Management (w/m/d)

(40%-60%)

As Assistant to the Management, you are responsible for supporting the management team of MUVON in various essential activities. This includes (but is not limited to) areas such as Finance, Legal, HR or Administration. In this versatile position you will contribute substantially to the development and success of our young company.

Your Responsibilities

- Support in accounting, administrative and organizational tasks
- Development of presentations and evaluation reports
- Support in various projects related to business development, fundraising and organizational excellence
- Support in conference preparation and handling of travel arrangements
- Coordination of meetings with external stakeholders
- Support in management of social media channels
- Possibility for involvement in scientific and strategic projects

Your Profile

- At least elementary knowledge of business administration, accounting and finance
- Background in natural sciences is an advantage
- Interest in the process of developing innovative pharmaceutical products
- Proficiency in common Microsoft Office applications
- Good organizational and communication skills willing to be a part of an interdisciplinary team
- Precise, discreet, and independent way of working
- Proficiency in English, German is an advantage
- Valid work permit for Switzerland

We Offer

- Exciting, high pace startup environment
- A pleasant working atmosphere and team spirit, lively culture and flat hierarchies.
- A flexible combination of home office and office presence
- High level of autonomy and responsibility
- Room for professional growth
- Participation in company success

Starting Date: upon agreement

Place of Work: Weinbergstrasse 35, 8006, Zurich & Home-office

Further information about MUVON Therapeutics AG can be found on our website (www.muvon-therapeutics.com). Questions regarding the position should be directed via email to Steve Kappenthuler: steve.kappenthuler@muvon-therapeutics.ch

Please submit your application including CV, motivation letter, references and diplomas via email to steve.kappenthuler@muvon-therapeutics.ch with the subject "Application Assistant to the Management"