

ROLE: Administrative and Accounting Assistant

From	People Ops
To	--
Submission date	November 2021
Status	Non-confidential

Nova is a pioneer in the emerging field of *in silico* medicine based in Lyon (France). It specializes in numerical modeling and simulation of clinical trials for biotech and pharmaceutical companies, academic research centers and non-profit organizations.

We help our clients unleash the potential of combining math, computer science and biology to reduce the risks associated with R&D of new treatments for the benefit of patients.

Through a collaborative work of our team of biologists, doctors, clinicians, mathematicians and computer scientists we develop multiscale mechanistic models in various fields such as oncology, cardiology, immune disorder, viral infections or metabolic diseases.

RESPONSIBILITIES

→ You will be responsible for the Account payables and Account receivables process as well as ad-hoc reports for operational review and analysis / decision-making:

- ◆ Monitoring daily communications and answering any queries,
- ◆ Ensuring payments, amounts and records are correct,
- ◆ Invoice processing (log and approval),
- ◆ Processing expense requests,
- ◆ Visa Cards / Bank reconciliation with supporting documentation,
- ◆ Liaising with third party providers, clients and suppliers,
- ◆ Updating and maintaining procedural documentation.

- You will also be responsible for the administrative part of the company such as:
- ◆ Point person for phone reception, mailing, shipping, supplies, equipment,
 - ◆ Provide general support to visitors and clients (limited).
 - ◆ Managing agendas and travel organization (business travel arrangements, conferences, etc.),
 - ◆ Managing administrative files,
 - ◆ Organising company events (activities in the office and off-site events),
 - ◆ Contributing to the warm, clean and positive office environment.

QUALIFICATIONS

- You have a first experience in administration, office management, accounting or analyzing financial transactions. A background in the start-up / scale-up industry is appreciated.
- You are very well organized and happy to propose new process / organization to improve global administrative efficiency.
- You are curious in general about sciences, constantly eager to learn.
- You are energetic, self-directed and self-motivated, able to build and sustain long-term relationships with both colleagues and external partners.
- You are inclined to have sharp attention to detail and an ability to capture and summarize information.
- You adapt to change and multi-tasking easily.
- You have strong communication skills and would describe yourself as a problem-solving person.
- A good command of French & English both written and spoken, is compulsory.
- A background in the start-up / scale-up industry is appreciated.

Contact: recruitment@novadiscovery.com