

ADMINISTRATIVE ASSISTANT

Salvia BioElectronics, High Tech Campus 41, Eindhoven, The Netherlands

ABOUT US

Salvia is an innovative and ambitious start-up company active in the emerging field of “BioElectronics” that is inspired by biology and electronics to provide novel therapeutic solutions. The name Salvia is derived from the Latin word salvere, which means “to stay healthy”. We are driven to deliver bioelectronic solutions that restore health for people suffering from severe neurologic disorders; our ambition is to make these therapies widely accessible. The Salvia team consists of entrepreneurs, engineers, and scientists with diverse professional backgrounds and extensive medical device industry experience (Sapiens, Medtronic, Philips, St Jude, etc.).

WHAT ARE BIOELECTRONICS?

The human body is controlled by patterns of electrical impulses transmitted through nerve fibers. In chronic disease, these patterns are different. Bioelectronics are tiny implantable devices that use mild electrical pulses to influence nerve activity. Electrical stimulation is nothing new – cardiac pacemakers have been used for decades – but scientists are just beginning to realize the possibilities of regulating nerve signals to treat disease.

THE CHALLENGE

We offer a position that is a central role in a dynamic team, to implement and ensure the continuity and consistency of critical business processes (purchasing, finance, quality) for which you work together with our operational team, suppliers, and accountant.

RESPONSIBILITIES

- Handling office tasks, such as generating and filing reports, setting up meetings, and reordering supplies.
- Ensuring consistent documentation of legal agreements.
- Maintaining an overview of the product documentation.
- Acting as a gatekeeper to release quality-controlled documents.

YOUR PROFILE

- Prior administrative experience, preferably in a technology and/or startup environment.
- HBO or MBO+ education in finance, legal, or business administration.
- Attention to detail.
- Anticipating the needs of others.
- Fluent in both English and Dutch.

CONTACT

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