

OFFICE MANAGER

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

ABOUT US

We are Salvia: an innovative startup active in the emerging field of bioelectronics. We derived the name Salvia from the Latin word salvere, which means to stay healthy. In addition, the Salvia-plant has been used to treat headaches, pain, and mental disorders over centuries.

Our mission is to deliver bioelectronic solutions that restore health for people suffering from chronic migraine. Salvia is ambitious: we want to provide drug-free solutions that are effective and inherently side-effect free and make our novel solutions widely accessible.

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 preparing purchase orders, ordering supplies.
- Ensuring consistent documentation of legal agreements.
- Setting up meetings and organizing travel plans.

YOUR PROFILE

- Prior experience in a startup or other small dynamic organization is preferred.
- HBO or MBO+ education in finance, legal, or business administration.
- Continuously drives organizational improvement.
- Attention to detail.
- Anticipating the needs of others.
- Fluent in both English and Dutch.

CONTACT

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