

## Listed Diagnostic Company in Hellerup is Seeking a Talented Executive Administrative Assistant

### Description

BioPorto is seeking an Executive Administrative Assistant to administratively support the CEO, CFO, and other senior executives and the Board of Directors of this Nasdaq-Copenhagen listed company. Provides comprehensive administrative support and performs broad-based duties, including scheduling, drafting correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

The position is based in Hellerup. The CEO, CFO, and CMO are based in the U.S. but travel to Hellerup monthly. The EVP-Operations & ROW Sales is based in Hellerup. Therefore, experience with a U.S. style of management team and a fast-paced operating environment is essential.

### Your Role

Your areas of work will vary, but your primary tasks will be:

- Work directly with BioPorto's CEO and other officers to provide comprehensive administrative, clerical, and other business support. Manage schedules and calendars.
- Proactively seek out opportunities to expand both support and administrative management of CEO's and CFO's activities, including daily/weekly scheduling, deliverable tracking, and other areas of organizational administration.
- Coordinate office management activities, manage office equipment, and purchase all office supplies, including managing the related budget.
- Manage the Company's Microsoft Teams/SharePoint repository for corporate and Board matters.
- Interact with BioPorto's Board members and support their travel, communication, and other logistics as needed for Board meetings and other events.
- Schedule and set-up internal, external, and virtual calls and/or meetings and arrange conference rooms. Takes notes & minutes upon request.
- Manage human resources compliance processes, such as performance reviews. Manage all new-employee on-boarding and related processes, including ordering laptops, office equipment, etc., facilitating all training & documentation, and coordinating with other departments & outside providers for setup of payroll & benefits.
- Arrange travel; prepare itineraries; prepare, compile and maintain travel vouchers and records. Assist in preparing expense reports.

- Relay directives, instructions, and assignment to employees.
- Receive and relay telephone messages.
- Assist in drafting press releases and other key investor reports and be primarily responsible for issuing press releases and Company Announcements to the wire services and Nasdaq.
- Prepare highly confidential and sensitive documents.
- Determine matters of top priority and handle accordingly.
- Prepare meeting agendas.
- Maintain office procedures.

## About BioPorto

BioPorto is an in vitro diagnostics company focused on saving lives and improving the quality of life with actionable biomarkers - tools designed to help clinicians make changes in patient management. The Company uses its expertise in antibodies and assay development, as well as its platform for assay development, to create a pipeline of novel and compelling products that focus on conditions where there is significant unmet medical need, and where the Company's tests can help improve clinical and economic outcomes for patients, providers, and the healthcare ecosystem.

The Company's flagship product is The NGAL Test, which has been designed to aid in the risk assessment of Acute Kidney Injury (AKI), a common clinical syndrome that can have severe consequences, including significant morbidity and mortality if not identified and treated early. With the aid of The NGAL Test, physicians can identify patients potentially at risk of AKI more rapidly than is possible with current standard of care measurements, enabling earlier intervention and more tailored patient management strategies.

## Qualifications Required

- Bachelor's Degree with at least eight years of administrative support experience, including at least three years working directly for C-Suite Executives, and three years working in a U.S.-based, global organization.
- Must have excellent English expressive and written communication skills.
- High level of emotional intelligence, with ability to adapt and support rapidly changing priorities in a high growth environment.
- Impeccable integrity.
- Must be highly organized.
- Expert proficiency in Word, high proficiency in Power Point, and reasonable proficiency in Excel.

## What We Offer

- A varying job within a global organization.
- Pay according to you qualification, good pension and health benefits, and lunch.
- The ability to develop personally and professionally.
- A great community and social environment.

## Additional Information

If you have any questions, please contact the Executive VP & CFO, Neil Goldman ([NGO@bioporto.com](mailto:NGO@bioporto.com); +45 45290000)

Please send your application and CV using the link below as soon as possible. [www.bioporto.com/careers](http://www.bioporto.com/careers)

Your application will be treated with confidentiality.

Interviews will be performed in parallel to the application period. We reserve the right to proceed with the employment process if the right candidate is identified during this period.