



5. Immunic Therapeutics is a dynamic biotechnology company with a pipeline of selective, orally available immunology therapies for the treatment of chronic inflammatory and autoimmune diseases. Currently, three small molecule product candidates are in various stages of clinical development. For more information, please visit: www.imux.com.

We are looking for an

Executive Assistant to the Management Board (m/f/x)

We are seeking a highly organized and efficient Executive Assistant to provide administrative support to our Management Board. As an Executive Assistant, you will be responsible for managing the daily operations of the CEO's office, scheduling appointments, and coordinating meetings.

- Provide administrative support to the Management Board, including the CEO
- Manage the CEO's calendar, schedule appointments, and coordinate meetings
- Prepare internal and external meeting agendas, documents and presentations
- Coordinate travel arrangements, including flight bookings, hotel reservations, and transportation
- Manage expense reports and reimbursements for the Management Board
- Act as a liaison between the Management Board and other departments
- Conduct research and provide analysis as needed
- Perform other duties as assigned

Qualifications

- Proven experience as an Executive Assistant or similar role
- Strong organizational, communication, and time management skills
- Ability to multitask and prioritize tasks effectively
- Excellent computer skills, including proficiency in Microsoft Office
- Ability to maintain confidentiality and discretion
- Strong attention to detail

What you can expect:

- A permanent full time position with attractive pay in an international, highly motivated and collegial team
- Full office, hybrid or full home-based is being considered
- A dynamic, flexible, open and multi-cultural working environment
- Participation in our company's success through our stock option programme
- An innovative, fast growing company

We are a passionate and ambitious team that loves to work together. Immunic is an exciting place for fresh ideas – apply now and become part of our international team!

Please send your meaningful application specifying your salary expectations as well as the earliest possible starting date by email to Erika von der Decken: jobs@imux.com.

