

Project Manager

Barcelona, Spain (Full-time)

JobID - PM20001

ZYMVOL® is a biotech company specialized in the design, development and application of molecular modeling software in the discovery and development of new industrial enzymes.

We are looking for a dynamic and motivated individual for a position as **Project Manager** reporting directly to the Chief Executive Officer.

What you can expect working at ZYMVOL®:

Environment – We are a small but very motivated team. You'll be working in a fast-growing company with great potential to advance personally and professionally.

Attractive economic conditions – Compensation will depend on previous experience but competitive conditions are available. Medical insurance is included. Permanent term contract after one-year temporary contract.

Equal opportunity employer – All aspects of employment including the decision to hire, promote, or discharge, will be based on merit, competence, performance, and business needs.

Required Qualifications:

- 3-5 years of experience as project manager
- Critical thinker and problem-solving skills
- Team player with excellent interpersonal and communication skills
- English and Spanish proficiency needed
- Previous experience with implementation of ISO 9001 needed
- Experience with Zoho and Confluence platforms preferred

Responsibilities:

- Define project scope, goals, tasks, resource requirements and deliverables
- Manage project issues, risks, actions, resource plan and budget
- Prepare and manage documentation
- Maintain project management tools
- Quality assurance
- Monitor and report on progress of the project to all stakeholders

Application

To apply for this position, please send your CV along with a cover letter to careers@zymvol.com until February 15th 2020. Please include the **JOBID PM_20001** in the subject.

Administrative Manager

Barcelona, Spain (Full-time)

JobID - AM20002

ZYMVOL® is a biotech company specialized in the design, development and application of molecular modeling software in the discovery and development of new industrial enzymes.

We are looking for a dynamic and motivated individual for a position as **Administration Manager** reporting directly to the Chief Executive Officer.

What you can expect working at ZYMVOL®:

Environment – We are a small but very motivated team. You'll be working in a fast-growing company with great potential to advance personally and professionally.

Attractive economic conditions – Compensation will depend on previous experience but competitive conditions are available. Medical insurance is included. Permanent term after one-year temporary contract.

Equal opportunity employer – All aspects of employment including the decision to hire, promote, or discharge, will be based on merit, competence, performance, and business needs.

Required Qualifications:

- +5 years of experience in a similar position
- Critical thinker and problem-solving skills
- Team player with excellent interpersonal and communication skills
- English and Spanish proficiency needed
- Good time-management skills

Responsibilities:

- Plan, coordinate and manage all administrative procedures and systems
- Ensure the smooth and adequate flow of information within the company
- Purchase new material as needed
- Identify process bottlenecks and offer solutions for improvement
- Oversee facilities services and maintenance
- Organize and supervise other office activities

Application

To apply for this position, please send your CV along with a cover letter to careers@zymvol.com until February 15th 2020. Please include the **JOBID AM_20002** in the subject.