

Operations and Business Development Associate, Zürich

Rejuveron Life Sciences AG is a biotech startup that develops and invests in groundbreaking drugs and technologies which have the potential to prolong human lifespan. We are a dynamic team of experienced drug discovery and development experts, building a new incubator lab space at the Bio-Technopark in Schlieren (Zurich). We provide start-up coaching and funding to entrepreneurial scientists joining our platform to co-create therapies that benefit our aging population.

We are seeking a highly ambitious, structured and diligent **Operations and Business Development Associate**, to directly support the Finance and Operations Lead in all operational and business development matters.

RESPONSIBILITIES

- **Operations / Strategy**
 - Help launch biotech companies on a decentralized platform, including entity creation, setup of finance/ HR/ IT infrastructure, setup and management of aligned incentive structures across platform companies, identify preferred vendors, and support management in development of initial program design
 - Contribute to an entrepreneurial and process-oriented corporate culture across holding and platform companies that enables and facilitates high scalability and fast growth
 - Assist scalable recruiting strategy and retention philosophy to support global operations
 - Help create standardized processes for all functional areas across the platform for quarterly board materials; ensure alignment between strategic and financial reporting metrics; coordinate legal reporting requirements by entity by jurisdiction
- **Finance / Reporting**
 - Prepare marketing materials, presentations and assist in streamlining the fundraising process
 - Support communications with our shareholders and prospective investors
 - Assist in developing templates and models for financial reporting / forecasting
- **Business Development**
 - Build and maintain relationships with different law firms across different jurisdictions to support contract negotiation, IP Strategy, risk/compliance, and entity formation
 - Coordinate with legal and BD leads for term sheet negotiations and company incorporation

ABOUT YOU

- You graduated from a top-tier university in business or STEM with an excellent academic record

- You have 1-2 years of working experience in venture capital, high-growth startup, consulting and/or investment banking environments. (Outstanding graduates with prior internship experience in these fields will also be considered for an internship and/or full-time position.)
- You are passionate about entrepreneurship and working on cutting edge projects, and are comfortable in a fast-paced, small company environment
- You have excellent verbal and written communication skills in English; German language skills are a plus
- Excellent project management and MS Office skills (especially Excel and PowerPoint)
- Strong planning and organizational skills with a high level of attention to detail

Rejuveron offers a competitive compensation package, a thriving workplace with a stimulating environment and the opportunity to broaden your horizon. For consideration, please submit your resume and cover letter referencing the job title to careers@rejuveron.com. Please note you must have a valid EU/EFTA/CH work permit to apply.