



**PURCHASING ASSISTANT POSITION  
(PART-TIME – 40%)**

AMAL Therapeutics is a biotech company, developing unique therapeutic vaccines and a distinct unit of the Discovery Research organization of the Boehringer Ingelheim group. The company has developed a novel peptide/protein-based immunization technology platform, called KISIMA®, with the aim of stimulating the patient's immune system for effective anti-cancer therapy. AMAL's lead product, ATP128, is in clinical development for metastatic colorectal cancer since July 2019.

**Position Description**

We are seeking a dynamic Purchasing Assistant to join our team on a 40% basis. In this position, you will be responsible for the procurement of materials and handling all related administrative duties, including placement of purchase orders, tracking of orders, checking invoices and ensuring records are kept up to date.

**Job duties include, but are not limited to:**

- Place all orders pursuant to team requirements or as instructed by business (e.g. lab consumables, lab equipment, office materials, stationery, etc.)
- Compare product deliveries with issued purchase orders and contact vendors in case of discrepancies
- Follow up on pending invoices, validate incoming invoices and book invoices as appropriate in accounting records (excel files)
- Maintain working relationships with vendors
- When required, conduct small market research to identify alternative sources of materials and products
- File and archive all related documentation

**Profile**

- Minimum three years of experience in a similar position (in a medical or biotech organization, a strong plus)
- At ease with figures
- Strong prioritization, problem solving and organizational skills
- High energy, used to working in a fast-paced environment
- Excellent interpersonal skills, willing to work in a small team
- Proficient with MS Office programs
- Good level of English (basics in German, a plus)

**Position details**

- Based in Geneva
- Part-time: 40%

If you are highly motivated by the research environment, please send your complete application (CV, reference letters, diplomas) to [RESContact.GVA@boehringer-ingelheim.com](mailto:RESContact.GVA@boehringer-ingelheim.com)