

# Job description

## Office support

**A university spin-off company focused on the development of new cancer drugs is looking for a new colleague to join its team as an Office support**

CasInvent Pharma, a.s. was established in 2020 as a spin-off of Masaryk University in collaboration with i&i Prague, s.r.o. to enable further development of novel compounds that could be used as drugs for certain types of leukemias, lymphomas and solid tumors.

We are looking for a part time Office support to join our team and help with administrative tasks.

### **Key responsibilities:**

- Support administrative tasks such as invoicing, reporting, documentation,
- Ensure smooth day-to-day office operations (supplies, communication, scheduling),
- Maintain and regularly review internal documentation and contracts,
- Communicate with external partners, service providers, and accountants.

### **Position requirements:**

- Fluent English,
- Previous experience in office management, admin, or assistant roles,
- User proficiency in MS Office, Excel, and communication tools.

### **We offer:**

- Friendly and international team,
- Flexible working hours,
- Working facilities at INBIT in Brno, Bohunice, possibility of home office,
- Innovative and inspiring working environment,
- Competitive salary.

APPLICATIONS FOR THE SELECTION PROCEDURE WITH A MOTIVATION LETTER AND A  
STRUCTURED CV SHOULD BE SENT ELECTRONICALLY TO  
[helikar@casinvent.com](mailto:helikar@casinvent.com)

PLEASE REACH OUT TO THE EMAIL ABOVE IN CASE OF ANY QUESTIONS

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