

Chief of Staff

TATAA is a fast-growing company with two decades of history and is recently backed by a life sciences investment firm. The company is comprised of a team of scientists providing laboratory services, products and education / training services across a broad range of nucleic acid analysis technologies including PCR, NGS and proteomics. The company serves a variety of pharma, biotech and academic customers. This position offers an exciting opportunity to get involved early on in setting up TATAA for its next phase of growth.

Description

TATAA is recruiting a passionate cross functional leader to be Chief of Staff to the Founder & CEO. The scope of this role encompasses strategy development, project management, legal document review, and data analysis.

Responsibilities include: coordinating and managing critical projects across the Company; proposing, researching, and executing new business ideas; helping shape corporate strategy; managing multiple projects simultaneously; and coordinating with senior professionals around the Company.

Responsibilities

- We seek a self-assured, flexible, highly composed individual with exceptional writing, organizational, communication, analytical, time management, and multitasking skills.
- Candidates should have approximately one to three years of professional experience, will excel at working in a team environment as well as independently, and will be adept at managing multiple projects at once.
- Increase velocity of decisions and create agile processes, as a critical link between the CEO and the various departments.
- Manage organization-wide alignment through important communications and reporting, across all levels of the organization, team all hands meeting, etc.
- Drive cultural initiatives with HR, including recruiting, onboarding, learning and development, performance management, talent reviews, and retention.

Minimum Qualifications

- Applicants should have a bachelor's and an impressive record of academic and professional achievement, and zero to three years of relevant experience at an investment bank, law firm, or consulting company. Experience in the life sciences industry is a plus but not required.
- A law degree and/or legal background is a major plus.
- The successful candidate will be a creative and commercially minded person with excellent critical thinking, project management, and communications skills.
- Fluency in English and Swedish is required.



tataabiocenter

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www.tataa.com

Preferred Qualifications

- Master's degree in business and/or law.
- Exceptional communication skills to represent complex topics with senior leaders.
- Strong self-initiative and persistence with a bias for action; able to deal with a high degree of ambiguity and drive clarity.
- Extensive experience with stakeholder management, cross-functional partnerships, and executive leadership and communication skills to be an articulate and persuasive leader across TATAA.
- Trustworthy, credible, and non-political; high level of integrity and excellent sense of judgment to drive organization-wide alignment.

Employment offer

Position: Full time

Placement: Gothenburg, Sweden

Start date: upon agreement

Application

Interviews start: 2021-05-01

Application shall be sent by email and include motivation letter, cv, and contact information to references to jobs@tataa.com. Indicate in email heading "Chief of Staff".

Company headquarter address

TATAA Biocenter

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Sweden

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