

Junior Contract Administrator

About Us

At Inveniam, we are a dynamic and innovative team dedicated to providing strategic and financial advisory services to startups and researchers with health, social, and environmental impact innovations. Supporting them to bring their breakthrough technologies to the market, for a healthier, safer, and sustainable world. We pride ourselves on fostering a collaborative environment where creativity and efficiency thrive.

Join us and be part of a team that values growth, development, and making a real impact!

Job Description

We are seeking a detail-oriented and proactive **Junior Contract Administrator** to support our administrative team. This role is perfect for individuals who are eager to learn, grow, and contribute to the success of our projects. You will play a key role in ensuring our contracts are well-documented, compliant, and effectively managed. You will also provide support to our newly created EU Grant Management Unit handling operative as well as administrative tasks.

Responsibilities

- Assist in drafting, reviewing, and negotiating contracts and agreements, ensuring compliance with company policies and legal requirements.
- Support the contract lifecycle, from initiation through execution and closure, maintaining accurate records and documentation.
- Collaborate with internal stakeholders to gather requirements, clarify terms, and resolve issues related to contracts.
- Communication with service providers and clients to address any contract-related inquiries or any other issues.
- Preparation of reports, presentations, and summaries related to contract status and performance.
- Provide support in EU project reporting, ensuring timely and accurate submission of required documentation.
- Help streamline contract processes and contribute to continuous improvement initiatives.
- Process travel and subcontracting expenses for company projects, ensuring all costs are supported by the correct documentation.
- Handling travel requirements and logistics for the team with accuracy and precision.

- Assistance in handling purchase and sales invoices with accuracy and diligence, ensuring thorough financial record-keeping.
- Maintain confidentiality and integrity in handling sensitive information.

Qualifications

- An academic degree in Business Administration, Law, Finance, or a related field is an advantage, but this position is also open to candidates with different educational backgrounds.
- Proficiency in English, Catalan, and Spanish is essential for this role (excellent written and verbal communication skills).
- Strong analytical skills with a keen eye for detail.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Strong interpersonal skills for effective communication with service providers and clients.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Eagerness to learn and enthusiasm for working in teams.
- Familiarity with contract management and EU project reporting is a plus.

What We Offer

- **Part-time Job, 5 hours per day (Monday to Friday)**, with the potential transition to full-time employment in the future.
- Attractive compensation package offering competitive salary.
- Brand new HQ in the heart of Barcelona.
- A supportive and inclusive work environment within a multicultural team.
- Flexible working hours and remote work options.
- Engaging in team-building activities and social events.
- Breakfast in the office with a variety of fresh and delicious options to start your day
- Opportunities for professional growth and development, supporting your career progression

Start date: Immediate

How to Apply

If you are ready to take your career to the next level and be part of a forward-thinking team, we would love to hear from you! **Please send your CV to admin@inveniam-group.com.**

Join us at **Inveniam** and make a significant impact on our success and growth!