

Vacancy – Vienna, Austria

We are currently expanding our team and looking for an **executive assistant**.

If you are interested in joining a young and international start-up active in medical technology, do not hesitate to submit your CV and motivation letter to office@angelvalve.com.

Who are we looking for?

Requirements:

- Experienced in accounting
- Knowledgeable about contracts
- Motivated to work on project costs in funding applications and reports
- Strong attention to detail and superior organizational and time management skills
- Enthusiastic about working for a start-up company
- Interested in medical technology
- Fluent in German and English
- Proficient with Microsoft Excel, Powerpoint, and Word
- Able to time-manage and work independently
- Spontaneous and stress-resistant
- 15-20 hours/week (flexible working hours)

Tasks include, but are not limited to:

- ✓ Accounting, filing of invoices
- ✓ Arrangement of travel itineraries
- ✓ Manage registration and filing of NDAs and contracts
- ✓ Assist with organizing meetings
- ✓ Purchase office supplies etc.

What is Angel Valve Project?

Angel Valve Project is dedicated to the development of sophisticated treatment concepts for mitral (heart) valve repair. With our core product, **Mitral Butterfly**, we focus on the minimally invasive intervention of mitral regurgitation, a condition that affects 2-3% of the world's population.

The Vienna-based (Austria) **start-up** is a spinoff of the Medical University Vienna, where the inventor Prof. Mohl, an academic surgeon, worked for 40 years in research, patient care, and medical education. He is a serial entrepreneur who started Miracormedicalsystems in 2008, a company developing disruptive solutions to treat severe heart diseases.