



Cortical Bone Microstructure Analysis

## OFFICE & ADMIN MANAGER / PA

### Mission & Company Introduction:

Porous GmbH was founded in 2021 with the goal of inventing a product that will revolutionize osteoporosis diagnostics worldwide using intelligent algorithms and harmless ultrasound.

Osteoporosis accounts for more days in the hospital than breast cancer, heart attack, diabetes, and other diseases. Due to this fact, the cost that osteoporosis imposes on healthcare budgets is staggering. In 2010, European Union countries spent €37 billion (US\$40 billion), while in 2015, the United States spent US\$20 billion, a staggering total annual cost of US\$60 billion and growing.

Current measurement methods cannot detect the onset of osteoporosis but rather approximate the bone-loss associated relative fracture risk, typically at advanced stages of the disease progression. Early detection is vital because the highest fracture incidence is not seen in people diagnosed to have osteoporosis but in those diagnosed to be healthy or osteopenic (losing bone mass), rendering osteoporosis one of the most underdiagnosed diseases in the western world. Early detection technology to overcome this clinical need was not available, until today.

The Porous solution uses quantitative ultrasound (QUS) technology with patented intelligent algorithms being able to measure the cortical bone quality to a microscopic pore level without radiation hazards. The intelligent algorithms overcome the limitations of ultrasound imaging in the bone where waves are scattered, making it impossible to analyse the cortical bone (micro) structure. This unique technology can measure for the first time not only the cortical thickness, but also the microscopic pores and pore-size distribution in human cortical bone of the peripheral skeleton.

Due to the use of ultrasound systems (mobile by design), this solution can be used anywhere in- or outside the hospital, e.g., primary care, elderly homes, or even pharmacies. It creates the ability to use the technology for prevention (screening); being able to diagnose patients already at the onset of osteoporosis.

Soon, Porous will move to a brand-new location at the Potsdam Science Park, which can be reached from Berlin in about 30 minutes by public transportation. Due to Covid, mobile working will be deeply integrated into the company culture. You will be one of the first team members which will give you the opportunity to move a lot yourself and you can take away a lot for yourself. We embrace innovation, curiosity, and flexibility.

### With this position we expect you to:

With the overall responsibility for the Potsdam office management and administration, you are the main contact for ensuring all office logistics run smoothly. You are responsible for managing the vendors that provide services to the office, as well as for implementing office health and safety standards in compliance with local laws. You will also be the main contact for administrations. As the Personal assistant, you will provide PA support to the CEO and administrative coordination and planning to the wider Leadership Team members as needed.

#### Key Accountabilities

##### Office and Administrative Management (90%):

- Manage all the Potsdam office administration and logistics to ensure an organized, clean and safe working environment for all.



- Arrange desks and seating plans in conjunction with the HR Manager and the HR Team.
- Manage and develop the office coordinator/receptionist.
- Be the point of contact for the landlord and partner with them on any facilities and infrastructures needs.
- Implement local health and safety procedures, communicate the evacuation plan to colleagues.
- Be responsible for the security of the office; be the security company point of contact.
- Partner with the HR team and Finance team on any office improvements and project management needs, build or design needs.
- Administrate local insurances and be the point of contact with insurance providers, brokers and local authorities for topics related to general office administration.
- Administrate the public grands related documentation and manage timely delivery to the internal and external stakeholder.
- Assist with any related correspondence for the office.
- Manage general communications to the Potsdam office in conjunction with the HR Team.
- Organize internal events such as office outings, sports activities, well-being initiatives, after work drinks and activities, etc. in conjunction with HR Team.

#### **Executive Assistant support (10%):**

- Provide administrative support primarily to the CEO and - as needed - administrative coordination support to the leadership team.
- Make travel arrangements, including but not limited to booking travel and hotels, handling all paperwork related to passports and business visas as needed
- Support legal representative(s) in handling confidential documents and obtaining contract approvals and signatures
- Support with CEO calendar and inbox management, as requested
- Manage and process CEO business expenses
- Assist with the organization of external events. Attendance to conferences, etc. may be required
- Execute a broad range of administrative and clerical duties, such as documents filing, data entry, etc.

#### **Pre-requisites**

In order to succeed in this role, it is expected that you will be/have:

- Education in business administration or another relevant field
- 3-5 years of work experience as Office Manager, Executive Assistant, Personal Assistant, Team Assistant, Administration Assistant or similar.
- Advanced computer skills, especially in MS Office
- Fluency in German and English is a must, any other languages are a plus
- Strong affinity with Porous and our goal to be the leading company in providing early detection of bone related diseases.
- Ability to manage multiple priorities simultaneously while keeping strong attention to details
- Sense of urgency, proactive, and efficiency-driven
- Have good organizational and prioritization skills
- Excellent communication and collaboration skills
- Ability to maintain confidentiality and deal with ambiguity
- Experience in project management is a plus
- Comfortable working in a fast-paced multicultural start-up environment
- Experience in people management is a plus

#### **Porous offers:**

- An international high end MedTech start-up environment where your work makes the difference.
- Enormous growth opportunity being one of the first employees of this high potential start-up.



- A competitive gross monthly salary depending on your experience, knowledge of the field, etc.
- 25 Holidays
- And more....the perks of a start-up!

## Interested?

If you are interested, please contact Jonas Massmann by sending you resume and introduction letter to [bart@porous.care](mailto:bart@porous.care)