



PassionBio
tech

Job Description

Job Title: Intern at PassionBio.tech (m/w)
Location: Vienna
Type: Intern
Date: April 9, 2024
Degrees: Bachelor's or Master's degree in Business Administration, Business Informatics, Life Sciences, or Other Suitable Field (Open to High Potentials En Route to Academic Degree)

About PassionBio.tech

PassionBio.tech is a young and cutting-edge technology consultancy that helps life science companies develop their businesses and extend their commercial reach. In addition, we support investors seeking to scale or transform their assets on both the buy- and the sell-side. To this, our team delivers innovative insights and strategic assistance, including investment calculations, due diligences, in- and out licensing, as well as guidance on acquisitions.

Role Overview

We are looking for an experienced and motivated Intern to join our team. The position is perfect for a proactive self-starter who will be responsible for supporting and improving our consulting processes and systems, with the goal of streamlining our internal team and driving efficiency for our clients. The ideal candidate has excellent communication and interpersonal skills, with traction in business administration, business informatics, life sciences and/or consulting.

Responsibilities

1. Administer the Way of Working

- Implement and maintain a structured approach to PassionBio.tech's project management and operational workflows. This includes establishing standardized processes for task allocation, progress tracking, and performance evaluation to ensure efficiency and effectiveness in achieving project milestones.

2. Define Communication Processes

- Develop clear and concise communication protocols to facilitate seamless interaction among team members, stakeholders, and clients. This involves setting up guidelines for regular updates, feedback loops, and escalation procedures within the PassionBio.tech ecosystem, utilizing tools such as Microsoft Teams and SharePoint for optimal collaboration.

3. Create Team Charter and Meeting Charter

- Draft a comprehensive team charter that outlines the mission, objectives, roles, and responsibilities of the PassionBio.tech team, fostering a shared understanding and commitment to the company's goals. Additionally, establish a meeting charter to guide the conduct of meetings, including objectives, agendas, participant roles, and follow-up actions, to ensure productive and focused discussions.

4. Run In-House Project Database

- Regularly update and maintain PassionBio.tech's project database, ensuring accurate and current information on project status, resources, and outcomes. Lead the initiative to evolve the database from its current prototype stage to a fully functional, scalable tool that supports PassionBio.tech's growing project portfolio and operational needs.



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5. Integrate AI Tools into Workflow Using Microsoft Ecosystems

- Identify and integrate relevant open-source AI tools into PassionBio.tech's existing Microsoft ecosystem, enhancing operational efficiency, data analysis capabilities, and decision-making processes. This includes exploring AI solutions for project management, market analysis, and business intelligence that can be seamlessly embedded within Microsoft platforms.

6. Oversight of Knowledge Management

- Ensure that all partners and team members are consistently informed about the communication flow in all phases of client projects. Utilize Microsoft's ecosystem, particularly SharePoint and Teams, to centralize and manage project documentation, updates, and collaborative efforts, enhancing knowledge sharing and accessibility.

7. Create, Administer, and Update Corporate Pitch Deck

- Develop and maintain high-quality PowerPoint presentations for investor and client engagements, reflecting PassionBio.tech's value proposition, achievements, and offerings. This responsibility includes continuously updating content to ensure relevance, engaging design to captivate the audience, and alignment with PassionBio.tech's branding guidelines.

8. Contribute to Marketing and Branding Activities

- Play an active role in shaping PassionBio.tech's marketing and branding strategies, with a focus on both design and content aspects. This encompasses contributing to the enhancement of PassionBio.tech's web presence, developing marketing materials, and participating in branding initiatives to strengthen PassionBio.tech's market position and visibility.

Skills and Qualifications

- Affinity to science, medical technologies, biotechnology
- Experience in consulting and in serving client projects (living a "client first" mentality)
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Experience with CRM software
- Highly fluent in German and English. Any additional language is a plus
- Familiarity with Asian business culture

What We Offers

- A unique opportunity to gain practical experience in the business and life science sector.
- Exposure to a wide range of technologies and business development activities, offering a comprehensive understanding of the industry.
- Mentorship from experienced professionals in the field, providing guidance and support throughout the internship.
- Future career prospects as a Junior Consultant at PassionBio.tech, including references, network contacts, and support for positions outside PassionBio.tech.
- A collaborative and innovative work environment in a fashionable, high-tech open office space in central Vienna, with numerous networking opportunities alongside like-minded individuals (including a fintech flagship company and young, tech-minded entrepreneurs).

Please submit your CV and a cover letter explaining your interest in the Internship and how you believe you can contribute to PassionBio.tech. Applications should be sent to agile.advisor@passionbio.tech.