



MIMETAS

Operations Manager

Starting immediately, the Dutch biotech company Mimetas is looking for an Operations Manager for its office in Gaithersburg, MD, USA. In this new role, you will work together with the Scientific and Commercial teams in the US, and our Finance and Logistics teams in the Netherlands. You will manage the operational and financial aspects of our two US subsidiaries and play a role in the growth of our company in the US. Do you have experience as an Operations Manager with analytical and financial skills, and do you want to work in an international environment? Then join our dynamic and fast-paced team now!

About MIMETAS

Mimetas is a world-leading biotech company in the fast-growing 'organ-on-a-chip'-field. We aim to improve the medicine development process with our innovative products and services while reducing animal testing. Our clients are pharmaceutical companies and academic institutes that strive to discover new and better treatments for patients using disease- and tissue models.

Our team consists of scientists working on services and product development and a commercial team spreading the word. Our team members are goal-driven, enthusiastic, analytical, and internationally oriented. We work in six locations in the Netherlands, UK, Germany, USA, and Japan.

Your responsibilities will include

- Driving detailed financial administration and accounting for Mimetas US subsidiaries (QuickBooks), with support by the financial administration in the Netherlands and our US-based accountant;
- Leading process-driven logistical management of commercial product stockkeeping and fulfillment within the US;
- Coordinating human resources, including payrolling, pension- and health care plans, supported by local service providers and HR in the Netherlands;
- Maintaining a safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations;
- Invoicing of products and services sold within the US;
- Planning and execution of exhibitions and business trips in the US;
- General office coordination in close collaboration with our office manager.

Your profile

- Over six years experience as an office manager or operations manager;
- Excellent communication skills, enabling alignment and information exchange across sites
- Experienced with financial operations, daily bookkeeping, invoicing, payrolling;
- A problem-solver who works independently and exceeds expectations ;
- Experience with grants and a control framework is a plus;
- Ability to juggle multiple priorities and meet deadlines without compromising quality;
- Experienced in international business operations is a plus;
- Experience in product imports & B2B supply chain is a plus;
- Bachelor's degree education or higher;
- Experience in biotech sector is a plus
- Proficiency in the English language;



- Motivated, flexible, and positive work attitude.

We offer

- A challenging, 80-100% position in an international, fast-growing high-tech environment;
- Ample opportunities for personal development and growth;
- A competitive salary with benefits, such as a retirement plan and annual company bonus;
- A fun team with colleagues from all over the world who love what they do.

Applications

Are you interested in this position? Please apply with your cover letter and resume in English via our website <https://mimetas.easycruit.com>. We will only take applications via this site into consideration.

We do not appreciate recruiter solicitation in response to this vacancy.

