



Are you a talented and enthusiastic Administrative Associate, eager to work in a veterinary pharmaceutical company then we are looking for you!

Administrative Associate

Keywords:

Industry: animal health / **Segment:** R&D / **Location:** Zagreb (Rakov potok) / **Contract:** Permanent contract, Full Time

About Vaxxinova

Vaxxinova develops, produces and markets a wide range of innovative licensed and autogenous vaccines to protect livestock and fish against disease. We create high quality solutions to improve animal health and to support the business of our customers. We believe that innovation and excellence in research are essential to produce premium products that match the current and future requirements in animal health.

The Vaxxinova Group, headquartered in Nijmegen, the Netherlands, was officially named and founded in 2010 but can rely on expertise and presence originating from the 1960's. Our current network comprises production, research & development, sales and diagnostic facilities in 12 countries: Brazil, Chile, Croatia, Germany, Italy, Japan, Jordan, Norway, the Netherlands, South Africa, Thailand and the USA. Vaxxinova is active in more than 75 countries.

At our R&D site in Zagreb, Croatia, a dedicated team focuses on research, development and regulatory affairs for a range of poultry vaccines.

Vaxxinova belongs to the EW Group, a German-based family-owned company, specialized in Life Sciences; genetics, diagnostics and healthcare sectors. The EW Group is highly committed to R&D and active in more than 100 countries.

About the role

In this role as Administrative Associate, you are a true administrative jack-of-all-trades.

You will be performing a variety of administrative tasks and you actively support your colleagues and team in registration and delivery of veterinary vaccines.

Main tasks

- Organise translations, translation requests, management of legalization documents, invoice processing, use of office systems, use of electronic documentation systems, printing, scanning and photocopying, organizing and maintaining electronic filing and tracking of documents.
- Supports regulatory staff with submissions to regulatory authorities. Completing regulatory submission forms and filing forms together with the necessary accompanying documentation.
- Manages administrative part of regulatory submissions and approvals, including MAH fees and national requirements.
- Follow-up activities related to Marketing Authorisation certificates according to company's procedures.
- Manages administrative variation procedures.
- Keeps stock of office supplies and place orders when necessary.
- Provides assistance to mockup requests and artwork preparation.
- Receives and distributes incoming mail and coordinates outgoing mail, including courier services, manages the regulatory inbox.
- Manages preparation and shipment of samples for development and regulatory purposes, including courier services.



- Manages timesheets, travel arrangements, holidays and sick leaves.
- Enters monthly mutations in the payroll system

About you

We are looking for a dedicated and results-driven professional who thrives in dynamic, diverse environments. The ideal candidate possesses a strong work ethic, a sense of urgency, and a creative mindset. They excel in interpersonal communication, collaborate effectively within heterogeneous teams, and consistently go the extra mile to achieve excellence. If you're a committed team player with a passion for delivering outstanding results, we'd love to hear from you.

Your profile

- Experience with office administrative procedures and standard office equipment user.
- Knowledge of electronic documentation management system (eg. Veeva, Microsoft Office).
- Knowledge in administrative part of regulatory submissions.
- Experience in Artwork process.
- Excellent organizational and planning skills
- Fluent in English language orally and in writing.
- Attention to detail and accurate documentation skills.

Organisation

- This position reports to the Senior Regulatory Affairs Manager
- Location: Vaxxinova Zagreb, located in Rakov potok

What does Vaxxinova offer you?

Working at Vaxxinova means working in an open and professional environment where we value respect, open communication, and integrity.

You will work in a pleasant team of professionals in an informal, open and inclusive international environment where we like to work hard but also have fun.

Besides a good salary, Vaxxinova has excellent fringe benefits, flexible working hours, and we foster continuous development and learning.

Our hiring process.

After your application, we will screen your CV and if positive- you will have interviews with

- Colleagues from R&D: Scientists and Technicians
- Associate Director Vaccines
- HR Director

If you are passionate about vaccine research and development and eager to contribute to a forward-thinking company, we would love to hear from you!

Questions / applications:

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