

## Student Assistant position in Digital Health scale-up company

*This is your chance to join a scale-up company with global ambitions to bring its unique, in-house developed digital dementia therapies to people in need. We are located in the center of Copenhagen and looking for a new student assistant to support mainly our CEO and CFO, but essentially with tasks related to the entire business. Are you ready to join an ambitious and diverse team, and contribute to making a difference for people living with dementia?*

Our mission at Brain+ is to bring effective digitally delivered dementia therapies to those in need, serving a million people with dementia, their relatives, caregivers, and clinicians by 2030. Despite massive investments in research for new dementia treatments, there is still a high unmet need for innovative and effective solutions to help people with the disease live better lives. The good news is that Brain+ is leveraging new and innovative methods to provide new therapeutic solutions for people with dementia and at the same time present more cost-efficient solutions to the healthcare system in the shape of digital therapeutics.

### **The position**

You will be part of the Admin/ Finance Team, which is responsible for all supportive functions to run the business and consists of our Finance Assistant, Anders, our CFO, Hanne, as well as founder & CEO, Kim. However, since we are a relatively small team of 20 people, you will be in contact with people from all functions. We expect you to work 15-20 hours per week, which you have a large degree of flexibility to schedule as it best suits your studies.

### **Tasks**

#### Corporate Communication/IR tasks

- updating the company website by using WordPress
- managing website upgrades and lay-out changes
- publishing corporate releases on Cision
- writing and releasing SoMe posts (mainly LinkedIn)

#### HR tasks

- supporting the monthly payroll
- drafting employee contracts and amendments
- onboarding and offboarding of employees
- managing the office – interacting as a feel-good manager ;)

#### Finance tasks

- supporting the bookkeeping, including invoice processing and keeping track of payments
- managing the monthly time registration of employees
- supporting in the auditing process

#### Corporate Governance tasks

- managing input for monthly updates to the Board of Directors
- taking minutes at Board meetings
- coordinating Board meetings and assisting with General Meetings

#### Grants

- assisting in the periodic reporting of grant projects
- assisting in the application of new grants

#### Ad-hoc

- involved in various supportive tasks on an ad-hoc basis

#### Who we are looking for to join us

Preferably, you are in the final year of your Bachelor's studies, or in the first year of your Master's degree in business administration, corporate communication, or something else of relevance to running a corporate business.

Additionally, we expect you to:

- possess solid experience in using Microsoft Office overall
- be able to work in a structured manner, maintaining a good overview of your tasks, and to take over responsibility
- have a 'can-do' attitude and display proactivity and independence in your approach to work
- be flexible and generally interested in learning new skills
- showcase great communication skills and preferable have an interest in website and SoMe content management
- be fluent in English, which is our corporate language, both written and spoken.

#### What We Offer

- **Central Copenhagen location:** Next to the iconic Rundetårn, so it's well-connected
- **Diversity-driven:** A commitment to diversity in all aspects of our business
- **Flexible working conditions:** Remote work options and the possibility also to work outside normal working hours. It is a great position to allow optimal balance between your studies and work
- **Team spirit:** Weekly breakfast meetings, regular team activities, and after-work drinks to foster connections across the company
- **Non-formal and engaging culture:** A pace and spirit that values collaboration and personal connections across functions. We are a relatively young team, spanning several nationalities.

#### How to apply

Send your application (CV, transcripts and short Cover Letter) to [contact@brain-plus.com](mailto:contact@brain-plus.com). We receive applications and hold interviews on an ongoing basis.

For more information about the position, please contact Management Assistant, Caroline Grube-Nagel on LinkedIn or via email to [caroline@brain-plus.com](mailto:caroline@brain-plus.com). Feel free to also contact CFO Hanne Leth Hillman via email to [hanne@brain-plus.com](mailto:hanne@brain-plus.com).