

Personal Assistant to the CEO & Executive Management Team in Gubra

Be the driving force behind our executive management team

Are you passionate about making a real impact, thrive on structure, and love being at the center of things? Gubra is looking for a proactive and highly organized Personal Assistant to support our CEO and executive management team.

By joining Gubra, you'll become part of a fast growing, ambitious biotech company with a strong entrepreneurial spirit and a collaborative, supportive culture. Here, people thrive, and your contribution will be visible and valued from day one.

What you'll do

Be the right hand

Coordinate schedules, travel, and meetings for the CEO and executive management team, ensuring everything runs smoothly.

Orchestrate meetings

Organize internal and external meetings, including logistics, catering, and technical setup.

Board meeting champion

Prepare and align materials for Board meetings, working closely with key stakeholders.

Document & presentation wizard

Assist with formatting and finalizing presentations and documents.

Team connector

Facilitate communication and coordination across the executive management team and other stakeholders.

Administrative backbone

Handle expense reporting, invoice processing, and other practical tasks.

Event organizer

Help plan offsites, workshops, and key events for the executive management team.

Process improver

Continuously optimize administrative processes to boost efficiency and effectiveness.

What you bring

- Experience supporting executive leadership teams – you know what it means to be a trusted partner.
- A service minded, professional, and discreet approach.
- Excellent organizational skills and attention to detail.
- Ability to juggle multiple tasks and deadlines with a calm, solution-oriented mindset.
- Proficiency in Microsoft Office (especially PowerPoint and Outlook).
- Fluent English; Danish is a plus.

About Gubra

Gubra is an ambitious contract research organisation (CRO) and biotech company striving for excellence at all levels. We insist on doing things efficiently – and often differently - to reach the results we aim for. Our vision is to become leaders in the fight for a more sustainable and healthier world. We do that by facilitating the discovery of new medicine, and by acting and inspiring others to fight the ongoing climate and biodiversity crises.

Gubra's activities are focused on the early stages of drug development and are organised in two highly synergistic business areas: CRO Services and Discovery & Partnerships (D&P). We generate our revenue by performing research for life science companies as well as by partnering projects from our discovery and development pipeline.

Our therapeutic focus is within metabolic and fibrotic diseases, and we specialize in in vivo pharmacology, ex vivo assays, drug profiling, histology, stereology and whole brain and organ imaging. In addition, we offer a full palette of advanced transcriptomics. Our ML/AI-driven peptide drug discovery platform streamLine enables us to rapidly develop a peptide hit into a non-clinical candidate ready for development. Through a constant focus on high quality, scientific excellence, speed, and solid teamwork we have established ourselves as a highly professional and competent partner in the market.

People are our greatest asset, and our team consists of +270 employees all located in Hørsholm, Denmark. The mix of people from different cultures and educational backgrounds combined with our entrepreneurial mindset have greatly impacted our working environment, which is characterized by entrepreneurial drive, scientific curiosity, and teamwork – we join forces!