

Numab Therapeutics AG is an expanding, clinical stage Swiss biotech company based in Wädenswil, canton of Zürich. The company is focused on the discovery and development of innovative, antibody fragment-based therapeutics with a focus on immuno-oncology. With our breakthrough antibody-discovery and multi-specifics engineering platform, we engage in proprietary projects as well as collaborative research on behalf of partners in the pharmaceutical industry.

To coordinate and take responsibility for Numab's investor and public relations, to ensure a transparent and impactful communication of our outstanding projects and company story, we are looking for an ambitious and qualified individual as

Investor/Public Relations Coordinator/Manager 100%

In this position you will report to the Chief Executive Officer and closely work with the Chief Financial Officer and you will be responsible for overseeing and shaping Numab's investor and public relations strategy. As Numab faces more stringently regulated requirements for reporting and publishing we are looking to add an experienced and motivated individual to coordinate our IR and PR efforts. Ideally you will combine a meticulous eye for detail, a sense for aesthetics and the ability to convey messages in a clear and concise fashion.

Your Responsibilities

- Manage all administrative activities in IR and PR, including the organization of investor meetings, conferences, road shows and investor conference calls, internal process documentation, contracting and managing of the IR and PR budget
- Implement updates to the corporate slide deck and manage the Investor Relation section of the corporate website as well as the company's social media channels to ensure both consistent and appealing content
- Coordinate the preparation, publication of corporate press releases to ensure a continuous news flow
- Coordinate the preparation of the quarterly and annual financial statements
- Provide regular reports on shareholder structure and share price development, monitor analyst coverage of Numab and support preparation of briefings and Q&As for senior management and board of directors
- Coordinate the response to investor and analyst inquiries
- Manage external IR and PR consultancies as required
- Support the organization and realization of the company's Annual General Meeting

Ideal candidates will have

- University degree, preferentially with exposure to life sciences
- Minimum 3 years of IR and PR experience in a listed company in the pharmaceutical industry or financial services industry or in a IR/PR consultancy
- Excellent communication skills dealing with stakeholders at different levels, both, internally and externally
- Aptitude to capture complex concepts in simple written language and attractive graphical designs
- Experienced in managing corporate social media channels
- Reliable personality, who is resilient and flexible to work both independently and collaboratively in a small team
- Strong project management and analytical skills and ability to plan, organize and manage multiple projects simultaneously
- Excellent language skills English and German written and spoken are essential



Are you looking for an inspiring, entrepreneurial atmosphere and want to be part of a dynamic team where your contributions are both essential and valued? We are looking for skilled people who are eager to make an impact. We are offering a permanent position in an innovative environment as well as a competitive compensation package including a participation in the company.

We are looking forward to receiving your application with reference number NB068 to hr@numab.com.