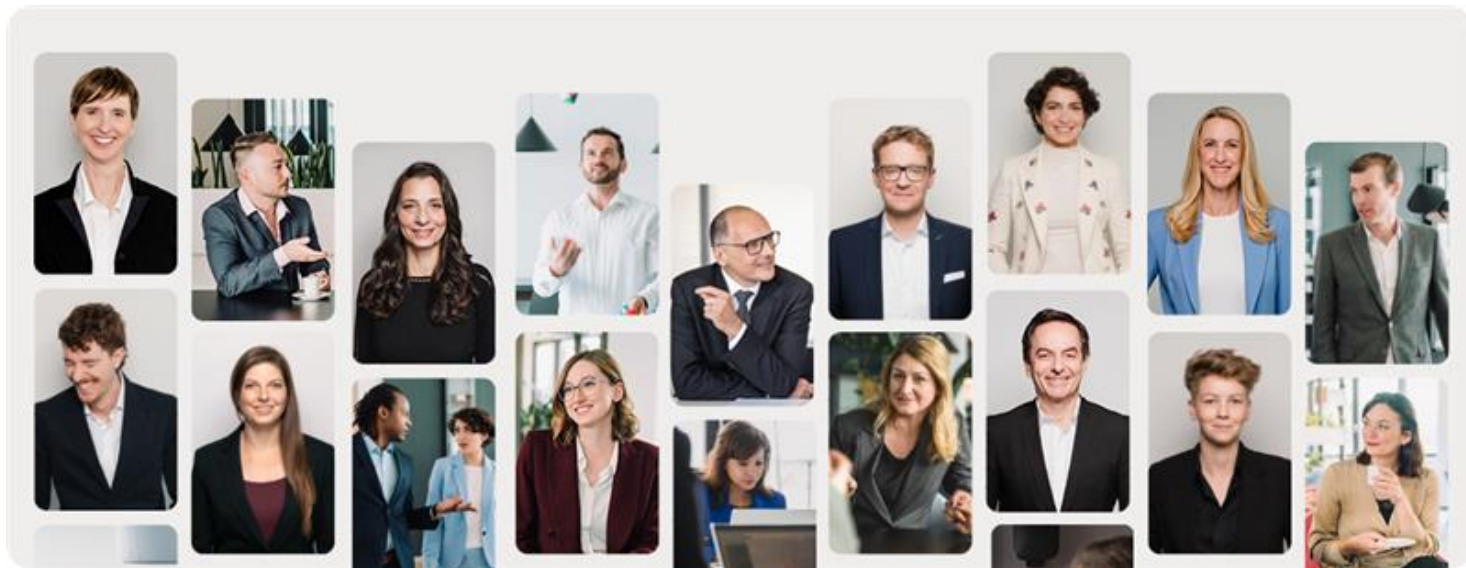




AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in the US we are looking for a:

Executive & HR Assistant (US)

07102 Newark | Full-time employee | Start: as of now |



In this role, you will provide essential administrative and HR support to the General Manager US and the broader leadership team. You will play a key part in ensuring the smooth operation of both executive and HR processes, maintaining alignment with AOP Health's global standards and culture. This is a dynamic and hands-on position ideal for a highly organized, proactive professional who thrives in a collaborative, international environment.

What Your Day To Day Will Look Like

- Provide administrative support to the General Manager US and executive team.
- Manage calendars, schedule meetings, and coordinate both domestic and international travel.
- Assist in preparing presentations, reports, and executive communications.
- Organize meetings, prepare agendas, take minutes, and track follow-up actions.
- Serve as a communication link between the US affiliate and European headquarters to ensure effective coordination.
- Support special projects and ad hoc initiatives for senior management.
- Assist with onboarding and offboarding processes, maintaining accurate HR documentation.
- Coordinate recruitment activities including interview scheduling and candidate communication.
- Support HR systems administration (attendance, leave records, and employee data maintenance).
- Help to ensure compliance with U.S. labor laws and AOP Health internal HR policies.

Main Benefits

- ★ Bonus
- 🏠 Homeoffice
- 🚗 Company car
- 📱 Employee mobile phone
- 🕒 Flexible working hours
- 💻 Laptop
- 🎓 Initial and continuing education

Your Contact



- Liaise with vendors for payroll processing and benefits administration.

Your Qualifications and Experience

- 2+ years of administrative or HR-related experience, ideally within a pharmaceutical, biotech, or international environment.
- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- Strong organizational, communication, and multitasking skills with high attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and HRIS systems.
- Ability to handle sensitive information with discretion and professionalism.
- A proactive, flexible, and service-oriented approach with a "can-do" attitude.
- You are comfortable working in a hybrid setup and are available to be on-site in our Newark, New Jersey office at least three 3 days per week.

Our Offer

- An opportunity to contribute to the growth of a global healthcare company establishing its U.S. operations.
- A collaborative, inclusive, and international team culture.
- Competitive compensation and performance-based bonus scheme.
Benefits: 401K / Life / STD / LTD, 20 days paid vacation, 100% employee medical coverage, and team events.
- Career development opportunities within a growing international organization.

If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE !

Larisa Barkowski

Talent Acquisition Lead

Further information on our website:

aop-health.com