



OVERVIEW

VERIGRAFT is a biotechnology company based in Gothenburg, Sweden. The company is rooted in the Karolinska Institute, based on ground-breaking basic science with a focus on regenerative medicine since 2014. VERIGRAFT has grown to become a forerunner in industrialized tissue engineering and advanced regenerative medicine. The company has a strategically focused R&D pipeline of personalized tissues, targeting areas such as cardiovascular and neuronal disease. VERIGRAFT will commercialize a series of personalized tissue-engineered grafts on a global market. Current and future products will help millions of patients with today incurable diseases, severely impacting quality of life and putting numerous patients out of work or into disability programs.

VERIGRAFT's headquarters are located close to Gothenburg University and Sweden's biggest university hospital in central Gothenburg. Here the company has state-of-the-art preclinical laboratories and offices. VERIGRAFT is led by a team of experienced scientists and entrepreneurs, and is backed by investors from Europe, Asia and the US.

MISSION

We are on a mission to advancing medical science and improving patient outcomes in the field of regenerative medicine.

VISION

We are dedicated to design technologies that aims to remove rejection from tissue transplantation, potentially eliminating the need for lifelong immunosuppressants and reducing associated risks.

Website: <https://www.verigraft.com/>

Industry: biotechnology (regenerative medicine and tissue engineering)

Headquarters: Gothenburg, Sweden.

Founded: 2014

Innovation in brief: Tissue donation, Tissue personalization and Implantation to the patient

ABOUT THE JOB

As a global company, we offer remote job opportunities to individuals worldwide. This initiative does not only addresses the challenges posed by unemployment but also allows us to broaden our business horizons and extend our reach. This is a permanent Data Entry/Administrative Assistant position, and you will be working for the company strictly remotely from your home (your current location)



This position became available due to the new branches we are setting up in the United State, meanwhile, we are targeting candidates who are confident and have the capacity/capability to work from home or anywhere of their choice conveniently. The working hours for this positions are flexible, and you may choose to work in the early hours of the AM or late midnight, both part/full time opportunity to all candidate to select their preference. In addition to your regular pay rate of \$32/hr., you will earn \$25/hr. while undergoing the 1-2 weeks of training. Your payment will be made weekly or bi-weekly through direct deposit or check. It is always our desire to find individuals who have the same goals as us. The purpose of this is to help us grow and to identify who can help us develop further in our inspiring and progressive company.

Being a member of the organization for one to two months, you will be eligible for benefits, these benefits includes and not limited

- Health
- Dental
- Vision Plans
- Short- and Long-Term Disability Insurance
- Life Insurance
- Critical Illness Insurance
- Accident Policies
- 401k Retirement Plans (with Employer Contributions)
- Health Club Membership (up to \$50 per month)
- Tuition Assistance (for employees still in college)
- Employee Assistance
- Program Personal and Vacation Time/ paid holiday

Responsibilities/Duties

- Accurately input customer and account data into company systems.
- Verify data accuracy and address discrepancies.
- Organize and maintain digital and physical records.
- Process orders, forms, and other documents using Microsoft Word and Excel.
- Assist with preparing reports and summaries as needed.
- Communicate with team members to ensure timely completion of tasks.
- Follow data privacy regulations and company policies.
- Perform general administrative tasks, such as filing, scanning, and printing.