

EXECUTIVE ASSISTANT (MATERNITY COVER)

CLINICAL-STAGE BIOTECH COMPANY IN COPENHAGEN

Are you looking to enter the life sciences industry, or already have experience and are between roles? This could be a great opportunity to join a growing clinical-stage biotech at an exciting time.

[Antag Therapeutics](#), a Copenhagen-based biotech company, is seeking a proactive and service-minded **Executive Assistant** (EA) to support management and the wider team with a broad range of administrative and operational tasks.

The position is a 10-month maternity leave cover, starting no later than **1 June 2026**. The role is part-time (50–80%), with flexibility on working hours.

About Antag Therapeutics

Antag develops novel therapies for the treatment of obesity based on a first-in-class **GIPR antagonist peptide**. The company is currently preparing to initiate a **phase 2a clinical study** with its lead compound, **AT7687**.

We are an **international team of 13 employees**, primarily with life-science backgrounds. Our offices are located at COBIS (Ole Maaloesvej 3, 2200 Copenhagen), next to the BioInnovation Institute.

Key Responsibilities

As Executive Assistant, you will be responsible for or involved in:

- Preparation, coordination, and follow-up of Leadership and Board meetings
- Organization of team events and other meetings
- Tracking of Business Development activities and competitive intelligence
- Planning of business and conference travel
- Onboarding of new employees
- Support with office operations and daily administration
- Assistance with presentation materials and internal documentation
- Support with compliance and documentation (QMS, ESG, GDPR, Company Handbook etc)

- Management of IT systems (SharePoint, ShareVault, and Microsoft Exchange)

Qualification & Profile

We are looking for an individual with

- Excellent English skills (written and spoken); Danish is an advantage
- Strong proficiency in MS Office and SharePoint
- A service-minded, structured, and proactive work approach
- Interest in (or experience with) life sciences is an advantage, but not required

Application

If you are interested, please send your **application and CV** to IT@antagtx.com.

Application deadline: **24 April 2026**. Applications will be reviewed on an ongoing basis, so early applications are encouraged.

Learn more about Antag on <https://antagtx.com/> and [Antag Therapeutics | LinkedIn](#).