



Aurigene is a development stage biotech company engaged in discovery and clinical development of novel and best-in-class therapies to treat cancer and inflammatory diseases, and a wholly owned subsidiary of Dr. Reddy's Laboratories Ltd. Aurigene is focused on precision - oncology, oral immune checkpoint inhibitors, and the Th-17 pathway. Aurigene currently has several programs from its pipeline in clinical development and multiple compounds at different stages of pre-clinical development. Aurigene has partnered with many large and mid-pharma companies in the United States and Europe and has 15 programs currently in clinical development. Aurigene is a profitable company that has continuously invested in its people resources, infrastructure and expertise over the years.

Position	Executive / Senior Executive - Administration
Location	Bangalore
Desired Profile	Any graduate with 4 – 8 years' experience.
Job Description, Key Skills and Competencies:	<ul style="list-style-type: none"> • Responsible for complete statutory compliance matters for Contract Labour (as per S&E and CLRA Act), pertaining to Admin. • Tracking of all admin budgets, monitor expenses & variances, maintain Admin budget reports monthly, quarterly and annually). • Maintain monthly records of expenses of petty cash. • Annual Contract renewals of admin vendors / service providers. • Preparation of Annual Budget proposal for Admin. • Coordinate with finance team and external vendors to process monthly payment within timeline. • Ensure quarterly/annual audit preparedness, and responsible for all S&E, contract labour compliances with zero audit observations. <p>Competencies:</p> <ul style="list-style-type: none"> • Presentation & Communication Skills • Excel Skills • Interpersonal Skills • Team Player • Negotiation Skills
Company Overview	Please visit http://www.aurigene.com
Apply Now	Please send your profile at careers@aurigene.com