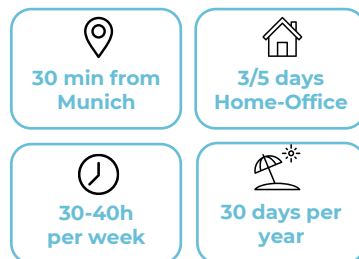


Executive Assistant / Team Assistant / Office Manager (m/f/d)

microphotonX GmbH is a biotech start-up in the south of Munich. We develop and distribute an innovative new diagnostic system for analysis of biological and medical samples. Our Biospex Analyser uses a unique laser technology and AI methods that allows to acquire fast and accurate results. With our novel approach, we aim to help health professionals to reach rapid and effective therapy decisions.

As of February, our premises will move from Tutzing to Martinsried. If one of these locations is an exclusion criterion for you, please apply anyway - we will be happy to evaluate remote working options in a joint dialog.



Your tasks:

- You work as a coordinator and manage strategic projects on your own responsibility
- You have an excellent overview and handle general office work, the welcoming of visitors and manage correspondence with all business partners
- You prepare management summaries and other important decision documents and are responsible for the preparation and follow-up of advisory board and company meetings
- You take care of human resources and prepare payroll accounting
- You support the candidate management and recruiting (LinkedIn and candidate portals)
- You assist in setting up an ERP-system and ensure that the system is maintained properly
- You support the marketing team by coordinating external service providers and replacing the project leaders during their vacations
- You think outside the box and contribute to process optimization and project development
- Excellent organizational and coordination skills and ideally experience in working with ERP systems
- An independent and structured way of working and a complex task efficiency
- A high degree of initiative and sense of responsibility and proactively contribute ideas and suggestions for improvement
- Proficiency in a dynamic start-up environment
- Handle conflicts and act confidently and professionally in challenging situations
- You are not deterred by a heavy workload
- Proficient handling of MS Office applications
- Business fluent in German and fluent in English

Your profile:

- A successfully completed apprenticeship, a degree or a comparable qualification – the field of study is of secondary importance
- Several years of experience as an executive assistant/team assistant/office manager, in a consulting environment or in a comparable position

Our offer:

- Opportunity to contribute your ideas to an innovative, state of the art solution to medical diagnostics
- Paid internship spanning a period of 6 months
- Flexible working hours and the opportunity to work remotely
- Modern and bright office space
- Free parking spaces
- Attractive surroundings with shops and restaurants just a few steps from Lake Starnberg
- Free drinks, regular team events, etc.
- Multinational, highly qualified and professional team
- Flat hierarchies with an "open door policy"

Did we raise your interest?

Please submit your application documents including your earliest possible starting date and salary expectations to the following E-mail address: career@microphotonx.com

We look forward to your application.