



ACCELERATE YOUR FUTURE

Machine Learning



Big Analysis

Semantics



Lab Informatics

Team Assistant Office Administration (m/f/d)
Aachen, Germany

ABOUT US

OSTHUS is a leader in Scientific Informatics. Our customers are the top companies in the pharmaceutical, bioinformatics and life science industries. With sites in Europe, the US and Asia, we offer a modern, exciting and attractive working environment. Using state-of-the-art methods and technologies, we work on future-oriented projects in the areas of Big Data, Machine Learning and AI. Personal development, innovation and diversity are of great importance to us as well as to our customers and employees.

RESPONSIBILITIES

- Support in various organizational and administrative matters
- Administrative support for project teams
- Support of accounting (debtors and creditors)
- Planning and booking of business trips
- Support of the HR department
- Organization of meetings

REQUIREMENTS

- Completed professional training in a commercial field
- At least 2 years professional experience
- Good knowledge of English and German (spoken and written)
- High customer orientation, independent working style, self-initiative and flexibility
- Planning and organisational skills, as well as a high level of social competence
- Ability to work in a team, good communication skills, talent for organisation

YOUR BENEFITS

- Diverse portfolio of tailored training and professional and personal development measures offered by our in-house Academy
- The possibility to acquire a job bike
- Joint breakfast on Friday
- Attractive salary extra: ticket plus card
- Positive working culture including regular social activities
- ...and much more!

HOW TO APPLY

E-Mail your résumé, your salary expectations and your desired starting date to career@osthus.com. Refer to "Team Assistant (m/f/d)" in the subject line.

Your personal contact: Ivonne Braun

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