



ACCELERATE YOUR FUTURE

Machine Learning



Big Analysis

Semantics



Lab Informatics

Student Office & HR (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

- Communicating with customers, suppliers and applicants
- Support of business travel bookings
- Assistance in the organization of events and meetings
- Support of the Office and HR team in their general daily business
- Support of accounts payable
- Support of applicant management

REQUIREMENTS

- Registered student, preferably with a focus on business studies or comparable
- Strong communication skills, a service-oriented mindset, organizational talent and an independent, structured way of working
- Very good knowledge of common MS Office applications
- Very good knowledge of German and English (spoken and written)

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 "Student Office & HR (m/f/d)" in the subject line.

Your personal contact: Ivonne Braun

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