



Office Coordinator – Management & Projects (m/f/d)

RESPONSIBILITIES

- Support of the management level in organizational activities in the daily business
 - Organization and coordination of appointments, trips and meetings as well as their preparation and follow-up
 - Support of project management and sales activities
 - Maintenance of data in the JIRA, Confluence and CRM system as well as creation of reports and presentations
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REQUIREMENTS

- Completed studies in business administration or cf., ideally experience in the assistance area
 - Quick comprehension and a structured, organized and independent work style
 - Strong communication skills and service-oriented mindset
 - Sense of responsibility, flexibility and commitment
 - Very good German and English skills (spoken and written)
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HOW TO APPLY

E-mail your résumé with salary expectations and desired start date to career@osthus.com. Refer to “Office Coordinator – Management & Projects (m/f/d)” in the subject line.

Your personal contact: Ivonne Braun

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Eisenbahnweg 9-11
52068 Aachen



Contact us:
+49 151 11435345
Also via WhatsApp!

Find out more about our culture and your benefits on www.osthus.com/career

ABOUT OSTHUS Group

OSTHUS Group supports teams in building a deeper understanding of how data can be used to strategically amplify enterprise value long-term. From integration management, analytics to archiving and purging, our team works with company stakeholders to transform enterprise data into high value digital asset. The Group consists of four companies at the moment: OSTHUS Services and three product companies: ZONTAL (e-Archiving and Lifecycle Management Systems), LeapAnalysis (Federated Virtualized Semantically-driven Data Integration) and Accurids (Distributed Reference and Master Data System), all of which offer ground-breaking technology where none of its kind currently exist in industry.

ABOUT OSTHUS Services

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 China, 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.