


 CAREER OPPORTUNITIES

Designing the future of medicine. With you.

We are a young, innovative company in the medical technology software field. The company is a spin-off from the University of Basel. A small, highly motivated team with big goals provides the ideal environment to get involved and develop. A high degree of independence and self-organization together with very short decision-making paths makes us fast and flexible. We are open for creative input and looking forward to build something new.

Back-Office Support (all genders)

Responsibilities

- All administrative office tasks
- Support and execute all necessary communication, including email and phone follow-up
- Support HR with guidance from Controlling
- Support and implement Document Control and Quality Management with guidance from PQR
- Support and execution of trade shows, events and all downstream activities with guidance from marketing
- Support finance and controlling with high level accounting preparations for tax office
- Develop process structure of administrative tasks
- Face of the company in the Regensburg office
- Performs other duties as needed and assigned

Professional background

- 2+ years of related work experience, experience working in a small / start up healthcare related company preferred
- 2+ years of experience related to back-office management
- 2+ years of experience in financial accounting and payroll accounting
- Extensive experience in setting up company processes

Qualifications

- Education: industrial or office clerk
- Accounting skills
- Office organization
- Preferably knowledge of travel expense accounting and travel management
- B.A. in office administration: Büro-/Industriekaufmann/-frau or equivalent
- Project Management
- Fluent English and German
- High level of self-organization

Further requirements

- to work in cross functional teams with external partners
- to tackle un-precedented challenges
- to manage multiple sometimes contradicting tasks and objectives at the same time
- to travel to shows and conferences when necessary

We offer

- Homeoffice
- Company mobile phone
- Highly motivated team