Office Manager / Administrative Assistant – Munich/Martinsried [MO01]

Exosome Diagnostics is expanding our activities and laboratories in Martinsried. We are looking for an office assistant who can take over some of the many administrative and business tasks of our growing organization. We are looking for someone who is customer and service minded and who loves to help and who can keep cool and organized even under pressure. We are a growing, dynamic company and the self-motivated candidate will have the opportunity for a position with a lot of responsibilities in the center of the local organization.

Key responsibilities of the position:
- Administration and organizational tasks.
- Handling of incoming calls and first contact for our visitors.
- Independent correspondence (mail, e-mail, phone) with customers, suppliers, authorities, etc.
- Scheduling, coordination and organizing of external and internal meetings and events.
- Administration and ordering of consumables, lab-, kitchen- and office supplies.
- Travel management (booking and travel expenses administration).
- Contract management (preparation, compilation, filing and tracking).
- Accounting support (e.g. invoices, tracking of payments, tracking to budget).
- Assisting management in their daily business.
- Coordination of all-of-the-above with the company’s US headquarters in Boston, MA.

Qualification and experience:
- Solid work experience in a similar position, ideally from a Life Sciences environment.
- Vocational education, business studies or similar qualifications.
- Excellent German and English skills both written and spoken.
- Customer and service-oriented and able to handle many things in parallel without stress.
- Exceptional organizational skills, meticulous and systematic.
- Self-confidence and good communication skills.
- Independent and Self-motivated and know how to organize your own work day.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Have high work ethics, high energy levels and a developed sense of humor.

We offer:
- A unique opportunity to be part of a growing young company developing a cutting edge new technology for molecular diagnostics in personalized medicine.
- A responsible position with the opportunity to have influence and freedom to organize your own work.
- A dynamic working environment in a company with many opportunities for personal and professional development.
- An attractive location on the IZB campus in Martinsried near Munich.

At Exosome Diagnostics, we are validating and commercializing a powerful new diagnostic technology to benefit patients and doctors and advance the promises of Personalized Medicine. We encourage honest exchange of ideas and a culture of collaboration within the company to help the exceptional people who works here excel and to reach company goals. Learn more on www.exosomedx.com

Candidates should submit an application (Word or PDF format) to careers@exosomedx.com with reference to position [MO01]. Exosome Diagnostics is using Constares GmbH for application management for this position.