

aquila biolabs is a German technology company focusing on the development of innovative laboratory devices for the analysis of shake-flask fermentations. Its core technology, the CGQ (cell growth quantifier), is the first system that allows for non-invasive and highly parallelized online monitoring of biomass in microbial shake flask cultures. Founded in 2014, the aquila biolabs GmbH is one of the most innovative, successful and fastest growing life science start-ups in Germany.

We currently have a vacancy for a

STUDENT TRAINEE (EXECUTIVE ASSISTANT) (F/M)

in our Management Team.

During your work as an Executive Assistant at aquila biolabs, you will i.a.

- Be responsible for the general administration and organization of the management office.
- Support/compile the monthly financial reporting towards the shareholders.
- Organize, coordinate and prepare appointments and meetings.
- Help with the compilation and documentation of finance and accounting.
- Organize the filing and documentation process and take care of the repository.

Your skills should include:

- Fluency in German and, preferably, in English.
- Reliable and accurate method of working.
- General knowledge of Microsoft Office, especially Excel and PPT.
- Ability to work and learn autonomously.

If you want to join a young team of highly talented and motivated people as well as to enjoy flexible working times and locations, then we look forward to getting to know you personally. The compensation will be 450 EUR / month.

Interested persons may send their application to

info@aquila-biolabs.de

including a short cover letter and a CV.