

Office Manager / Administrative Assistance

Full-time permanent employee, Munich, Germany

We are at the dawn of a new era: the omic era. New 'omic' technologies revolutionize medicine and lifestyle. OmicEra Diagnostics aims to catalyze this revolution. We have developed a next-generation mass spectrometry pipeline allowing the mining of big data for the understanding of human health and disease states. This will ultimately result in earlier disease diagnostics, improved patient outcome, and novel treatment possibilities. Our team is fueled by a diverse knowledgebase, including leading proteomic scientists, artificial intelligence enthusiasts, and serial entrepreneurs. Together, we aim to change the way we think about medical diagnostics and implement the latest omic technologies in clinical routine.

We are based in Munich's biotech cluster in Planegg, offering an interdisciplinary environment with close connections to the renowned Max-Planck-Institute of Biochemistry, the Ludwig-Maximilians-University (LMU) Biocampus and the LMU university hospital, one of the largest hospitals in Europe. Additionally, we benefit from close collaborations with leading industry partners around the globe, offering cutting edge technology as well as fast and continuous development of our proteomics pipeline.

Your opportunity:

We are seeking an office manager to join our team based in Munich. You will be responsible for a variety of responsibilities to support OmicEra's leadership, including managing day-to-day calendars, compiling and analyzing company data, coordinating company events and meeting logistics, functional budget processes and expense reconciliation, managing team resources and supplies and serving as a coordination point for team documentation, meeting notes and archives. Ability to maintain confidentiality is key and this position requires frequent communication and coordination with various levels of staff and clients in Germany and in the U.S.

Essential Responsibilities

- Executive support: manage day-to-day calendar for international leadership; assuming central coordination for internal and external requests and proactively managing cadence for standing meetings (one-on-ones, team meetings, etc.); managing expense reconciliation, travel arrangements and other tasks
- Keep track of an efficient communication and organizational system. Drive the effective use of and distribute meeting notes
- Draft correspondence and presentations, which may be typed from notes, edits or files and may be of a confidential nature
- Prepare presentation materials for meetings (drafting and reviewing PowerPoint decks).
- Support team communication efforts
- Support onboarding of new employees
- Coordinate infrastructure responsibilities
- Emphasize company mission and values

Your profile:

Contact: **Dr. Sophia Doll**

doll@omicera.com

www.omicera.com

- Academic education or training in business administration, or a related field
- 3+ years of working experience in an administrative support capacity, demonstrating progressively increasing levels of responsibility
- Demonstrated ability to use business travel and expense platforms and submit receipt reconciliation
- Demonstrated ability to manage Microsoft Outlook calendars for individuals and groups.
- Highly proficient in Microsoft Excel, Word, PowerPoint, Teams and Zoom
- Demonstrated ability to effectively create presentations, draft communications, and perform analyses to include the application of formulas and PivotTables
- Demonstrated use of initiative and innovation to identify needs for improvement and seeking and developing creative solutions
- Demonstrated ability to interact professionally and communicate effectively with internal staff and external customers
- Professional experience providing Executive support
- Ability to manage multiple tasks and prioritize competing demands
- Strong interpersonal and teamwork skills including the ability to easily convey concepts and priorities, as well as the ability to solicit feedback and inputs
- You are highly organized and like to work in small and agile interdisciplinary teams
- High attention to details
- Excellent communication skills in written and spoken German and English

What we offer:

- An agile and dynamic team dedicated to make a difference in medicine
- A healthy and fun work environment in a start-up setting
- Flat hierarchy
- Responsibility early on
- International working environment
- Flexible working hours
- Competitive salary
- Environment for continuous learnings and trainings

To achieve our mission, we need people who are willing to transform current medical diagnostics by developing novel ways to read out and analyze big data. We are looking forward to your application documents, including your CV and earliest possible starting date. Please send all relevant documents to Sophia Doll doll@omicera.com and feel free to reach out for further questions.