



Job Description:

Accounting and Team Assistant (m/f/d)

Start Date: As soon as possible

Type: Part-time/ full-time

Main Tasks and Responsibilities:

- Support management in document filing and accounting
- Establish, maintain and develop as appropriate efficient office and administration systems and processes
- Manage basic correspondence both internally and externally
- Contribute to projects and activities as appropriate for the team e.g. project co-ordination, research, presentation and communication support and day-to-day operational activities
- Manage team calendars, organizing internal/external meetings, organizing events, booking travel, hotels and couriers
- Organizing internal team meetings and alerting team members about impending deadlines
- Sorting emails, making copies, running errands, preparing documents and organizing electronic files
- Responsible for purchasing office supplies and sundry items required by the team

Required Education Level and Professional Experience

- Relevant experience or education in accounting
- Relevant experience of providing secretarial and administrative support to a team gained in a complex environment
- Dealing with confidential information and processing financial information
- Business fluency in German and English

Please send your application to

info@protembis.com

About Protembis

Protembis is an Aachen (Germany) based medical device company. The company's vision is to bring its novel cerebral protection technology into every interventional procedure which bears a risk of neurologic injury, thereby radically improving patient safety. For more information please visit www.protembis.com.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.