

Open Position

Office and Accounting Assistant (m/w/d) – Part-time (20h) – in Munich / Greater Munich

Your Tasks

As our Accounting and Administrative Assistant (m/f/d), you are responsible that our office and administration runs smoothly. Through your precise and conscientious way of working, you support our team on their daily tasks. In this way you create structure and order to our financial and administrative processes. You will take on the following tasks:

- You manage core administrative processes
- You support the management team
- You are responsible for Ordering / Shipping
- Participation in the preparation and follow up of offers and orders
- Telephone communication with customers and business partners and postal processing
- You support to create sales reports for internal and/or external use
- You optimize accounting processes
- You perform analyses and create reports for management
- You contribute to monthly and annual accounts

Requirements

- Completed commercial training e.g. as financial accountant (m/f/d), commercial training with IHK examination and further training as accountant (m/f/d) or a successfully degree in finance/ accounting
- First relevant professional experience in the field of financial accounting
- Knowledge of MS Office and common treasury software
- A sense of responsibility, discretion and an independent way of working
- Organisational talent, high motivation and attention to detail
- Very good knowledge of German (min. C1) and knowledge of English (min. B2)

About us

We want to change and disrupt diagnostic decision making. We are fast growing open minded, enthusiastic, hands on industry startup based in Munich. DX-Labtrack has a proven record of excellency. Our industry-partners are world-leaders in their fields. We cooperate with outstanding universities, research organisations and clusters all around the globe. It is our philosophy to always work with the best. Thus if you have set yourself the goal to create something unique, transform and disrupt industry and work with the smartest people and the best partners possible, DX-Labtrack is your sweet spot.

Why DX-Labtrack

- Forward - We are rapidly growing and offer plenty of opportunities for personal & professional development
- Flexible - We support you in achieving your best performance through your individual work-life-balance
- Connections - We bring you in contact with excellent networks, partners and make your name known in industry and the startup scene
- Mentorship - We do not leave you alone. If you are new in the job, we will provide you mentorship either from experienced colleagues or from outside experts
- Hands-On - We talk, we decide, and we perform. With us you will apply your knowledge and gain practical know-how in your field and far beyond
- Professional growth - it is most important for us that you expand your knowledge. So we will make sure that your learning curve is skyrocketing
- Team - DX-Labtrack is a group of great individuals that perform in a team. We do not treat you as a number in the system, with us you have a name and a personality

Apply now application@dx-labtrack.com