



KINAXO is an innovative, fast growing biotechnology company specialising in chemical proteomics and quantitative phosphoproteomics.

We are seeking to recruit a highly motivated and reliable

Team Assistant (m/f)

to join our administrative and purchasing department in our Munich-office.

Your tasks:

- Switchboard and reception
- Post in-/outbox
- Correspondence
- Diary management and time scheduling for the management team
- Preparation of meetings
- Handling of deliveries
- Assistance to the purchasing team
- Further administrative activities

Your skill profile and personality:

- Qualified office clerk or assistant
- Ideally first professional experience
- Very good knowledge of MS-Office
- Fluent in German and English
- Likeable, dedicated, well organised and hands-on personality

Our Mission:

Our employees are our key success factor, so respectful, honest loyal and open contacts are the basis for all interactions at KIANXO. Above all, employee training is an essential part of our daily practice. In our management ethics, the individual is paramount, because we know it is our employees' motivation, drive, knowledge, and know-how that inevitably lead to customer satisfaction und ultimately the success of our company.

As we continue to grow, we are looking for people with energy and commitment, who thrive on responsibility and challenge. We give them the tools the need to fulfil ambitious goals, while striving to attain highest standards of professional excellence.

If the position sound like the role you have been looking for, please e-mail your CV as soon as possible to b.roiner@kinaxo.de or alternatively post your full, up-to-date resume directly to KINAXO Biotechnologies GmbH, Am Klopferspitz 19a, D-82152 Martinsried (München).

For more information, please visit www.kinaxo.de