

Vacancy

Executive Assistant

We are currently expanding our team and looking for an **executive assistant**.

If you are interested in joining a young and international start-up active in medical technology, do not hesitate to submit your CV and motivation letter to office@angelvalve.com.

Requirements:

- Strong experience in accounting
- Knowledgeable about contracts
- Motivated to work on project costs in funding applications and reports
- Strong attention to detail and superior organizational and time management skills
- Enthusiastic about working for a start-up company
- Interested in medical technology
- Fluent in German and English
- Highly proficient with Microsoft Excel, Powerpoint, and Word
- Able to time-manage and work independently
- Spontaneous and able to work under pressure
- 20 hours/week

Tasks include, but are not limited to:

- Accounting, filing of invoices, statement preparation
- Arrangement of travel itineraries
- Manage registration and filing of NDAs and contracts
- Assist with organizing meetings
- Office management
- Preparation of powerpoint presentations

For more information see www.angelvalve.com