

## Executive Assistant BA Biosciences (m/f/d)

Freiburg im Breisgau, Germany

**CELLINK** is a global leader in developing and delivering life-science solutions, equipping hundreds of labs and thousands of scientists worldwide with cutting-edge technologies that fuel groundbreaking scientific breakthroughs.

The **Business Area BIOSCIENCES** is one of the three business areas of CELLINK and combines the knowledge and innovative technology of three life-science companies: CYTENA, DISPENDIX and CYTENA Bioprocess Solutions. Driven by the CELLINK vision to create the future of medicine, we develop technologies and products for sorting and analysis of single- and multi-cell applications, such as single-cell omics, liquid handling, cell imaging and cell line development.

We are driven by three mantras: **passion, inspiration, and persistence.**

We are looking for an **Executive Assistant Business Area Biosciences** to serve out of our office in **Freiburg im Breisgau, Germany.**

### Responsibilities

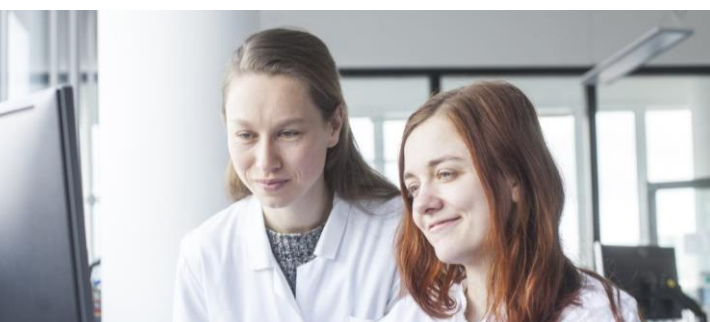
- Support the management in administrative and organizational tasks in daily business
- Schedule meetings, coordinate appointments and manage the calendar
- Support in the internal communication
- Prepare and follow up meetings
- Organize business trips and complete travel expense reports
- Create presentations and reports

### Qualifications

- Commercial education or Bachelor's degree
- 3-5 years of experience in a comparable position
- Enjoy working in a dynamic and global acting start-up
- Excellent organizational and communication skills
- Quick perception and independent approach to work
- Reliable and adaptable personality
- Team player with a high level of commitment
- Proficiency in MS Office
- Business fluent in German and English

Do you want to join a company that develops sophisticated, cutting-edge products for the life science industry? Do you love to work in an interdisciplinary and international team of highly skilled, young, and energetic people? Make an impact and come to sunny Freiburg to join us building the lab instruments of the future!

Please send your comprehensive application, including job title, your salary expectations and the earliest possible starting date, as a single pdf-file by e-mail to: [careers@cytena.com](mailto:careers@cytena.com)



**At CELLINK**, we don't just accept difference – we celebrate it, we support it, and we thrive on it for the benefit of our employees, our product, and our community. We are an equal opportunity workplace and will always pride ourselves on being a collaborative environment.

**Become part of the CELLINK story!**