



To support our team we are immediately looking for a dedicated

Team Assistant (m/f/d) full time

PROLYTIC GmbH is a scientific-technical service company based in Frankfurt am Main, Germany, which focuses on biotechnological and pharmaceutical companies. We offer a wide range of analytical services in the fields of bioanalytics, pharmacokinetics, pharmaceutical analytics and RNA/DNA analytics, from preclinical and clinical development to the marketing of various drugs.

We are looking for a Team Assistant for our bioanalytical laboratory.

Job description:

- Issuance of sales invoices
- Expenses and invoices data entry
- Control of charges and payments
- Incident management and daily contact with customers
- Collection of customer credits
- Contact point with Tax and Accounting External Consultants
- Contact point with the Corporate Finance Services
- Support and collaboration in administrative tasks
- General Manager Assistant (Phone, Visits, Travels,...)
- Human resources (coordination of application processes / preparation of draft contracts, etc.)

What we offer:

- Motivated and friendly team
- Pleasant working atmosphere, modern equipment, and attractive premises
- Independent work
- Flat hierarchies
- Flexible working hours
- Good accessibility by car and public transport
- Free drinks
- Preventive health care and measures



Requirement profile:

- You have completed training, e.g. as an office administrator or tax clerk, or have professional experience in the area of assistance.
- Close cooperation and constant interaction with the management and the entire team
- Fluent speaking, reading, and writing in professional German and English, preferably also another foreign language
- Good computer skills (MS Office)
- You are reliable, determined and a team player

Are you interested in becoming part of our team?

Then simply apply by e-mail (please include your salary expectations and possible start date)
to: bewerbung@prolytic.de.

If you have any questions, our contact person Dorothee Krone be happy to help you.
(Tel.: 069-3487-234 56 / E-Mail: info@prolytic.de)

We are looking forward to meeting you!