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Careers at Lipotype – Lipidomics for a better life

30. May 2022

Job offer: Management and Team Assistant

f/m/d | Dresden, Germany | Part-time | Begin: as soon as possible

Lipotype is a leading lipidomics provider located in Dresden/Germany. For our administrative team we are looking for a Management and Team Assistant. You will be responsible for the complete office management as well as support of the management team and for various business activities (e.g. support with accounting preparations, purchase, travel organization) of the company.

Who you are

You are a highly organized and reliable person with a professional background and experience as management and team assistant or equivalent business-related training. You possess strong time management skills and know how to prioritise. You are service-oriented, interested to push our digitalization efforts and like to communicate and mix with people. Fluency in German and English is a prerequisite as well as excellent communication skills in speech and writing.

Who we are

Lipotype is an innovative lipidomics provider and delivers lipid analysis services for pharma/biotech companies, cosmetics/dermatology industry, as well as for academic researchers. Lipotype is a spin-off company from the Kai Simons and Andrej Shevchenko labs of the world-renowned Max-Planck-Institute of Molecular Cell Biology and Genetics in Dresden, Germany.

We offer

We offer a dynamic atmosphere with great colleagues in an international environment, flat hierarchies, attractive salary, individual training opportunities, company pension scheme, flexible working hours and legendary company events.

... what are you waiting for?

Apply now

Please send your application to career@lipotype.com

Join our Lipotype team to realize our joint vision of lipidomics for a better life.