



Mainz Biomed is an international, innovative, and emerging biotechnology company. It specializes in the development of in-vitro diagnostics in the field of cancer prevention and targets laboratories, physicians, companies, and patients with its portfolio.

We are hiring for our team:

Operations Assistant (all genders)

in fulltime (40 h/week) at our Headquarters in Mainz, Germany, at the earliest date possible.

Your main tasks:

- Preproduction & assembly
- Corresponding documentation for QM & in the ERP
- Inventarization
- Transport Orders
- Incoming goods & delivery note inspection
- Support of the Procurement, Logistics & Operations Managers
- General team support, e.g. at corporate events, reconstruction activities etc.

Your qualification:

- Higher education entrance qualification ((Fach-)Hochschulreife)
- At least one year of professional experience
- Perfectionist with very high expectation on own work results
- Powerful team player as well as self-dependent worker
- High reliability
- Knowledge of common MS Office applications
- Good spoken German (C1+ level) and English language skills

We offer:

- A wide range of activities in a fast-growing company
- Flat hierarchical structure & flexible working hours
- The opportunity joining an innovative and motivated team
- 30 days of vacation per year (full time)
- Competitive compensation package including stock options

Are you interested? Then please send your application documents, your salary requirements, and your earliest possible starting date by e-mail to jobs@mainzbiomed.com.

Your contact person, Mr. Philipp Freese, will be happy to answer your questions in advance via this e-mail address or by phone at +49 (0)6131/55428-60.