

Semalytix is a fast-growing startup that offers an AI-driven Business Intelligence platform for explaining the global conversations around core topics in the Pharma domain. Our AI is capable of reading digital text with human accuracy at machine speed. Based on real-time processing, we provide action-ready insights to support our customers in making decisions at the operational and strategic level faster, more informed, and much easier – on the solid base of Machine Learning, Natural Language Processing, and Knowledge Graphs.

#### WE OFFER

- First-hand experience in developing a research-driven and innovative company
- International business experience within a scalable B2B business model in the Pharmaceutical industry
- The spirit and culture of a fast-paced and dynamic startup in a highly collaborative working environment
- A young and motivated international team with a background from more than 20 different nations
- An open and flexible culture and working atmosphere
- Benefits include: sponsored gym membership, regular company events, company pension scheme, and more

TO SUPPORT OUR **FINANCE TEAM** (full-time) IN BIELEFELD, NORTH-RHINE-WESTPHALIA, GERMANY WE ARE SEEKING A

## Financial Assistant (Accounting and Controlling) (m/f/d)

In this role, you will help our founders and team-leads to integrate economic and financial factors into their decisions. Principal responsibilities include processing financial documents, assisting in the implementation of a controlling system as well as providing procedural information to staff. Interactions occur with various management roles, employees from partner organisations, authorities, and vendors. With your focus on the accuracy, reliability, and acceptability of financial data you will significantly contribute to shaping our business structure and work.

#### YOUR RESPONSIBILITIES

- Support in implementing new controlling instruments and -processes
- General financial accounting tasks and administrative tasks
- Process documentations in Semalytix' knowledge base
- Creation of standard reports and ad-hoc evaluations
- Support in the preparation of operational analyses, statistical evaluations, and KPIs for management, founders, and investors

#### YOUR FUTURE TEAM



**Wladimir Kossov**

*Strategy and Business Development Manager*

#### YOUR SKILLS AND QUALIFICATIONS

- Degree in finance, economics, business administration, or related field; alternatively, a commercial apprenticeship with several years of professional experience in accounting or controlling
- Excellent written and verbal communication skills in German and very good English skills
- Advanced Excel skills (experience with accounting-/controlling software is a strong plus)
- Effective problem solver with an ability to collaborate with internal teams and external stakeholders
- Ability to work in an unstructured environment with the desire to help improve processes by working with different facets of the business

Please send your application to [careers@semalytix.com](mailto:careers@semalytix.com). Documents (in English) should include a letter of motivation, a CV, relevant certificates, and references in a single PDF. Informal inquiries may be directed to Lisa Watter ([Lisa.watter@semalytix.com](mailto:Lisa.watter@semalytix.com)). Positions remain open until filled. We are strongly committed to promoting equal opportunity and diversity in our team.