Meet Semalytix: Our mission is to help Pharma put patients’ unmet needs into the center of modern healthcare. We use our A.I. to collect and analyze billions of real-world data points to consistently find out how healthcare can improve peoples’ everyday lives, today and tomorrow. Together, we work towards developing the worlds' best strategic solution to patient-centric drug development.

WE OFFER
• Opportunity to join one of Germany's most innovative A.I. startups at top executive level
• A young, dynamic, and ambitious international team with roots in more than 20 nations
• An open and flexible culture and a highly collaborative work environment
• Interesting and diverse responsibilities
• The spirit and culture of a fast-paced, dynamic start-up
• Sponsored gym membership

TO SUPPORT OUR CEO (FULL TIME) IN BIELEFELD, NORTH-RHINE-WESTPHALIA, GERMANY WE ARE SEEKING A

EXECUTIVE ASSISTANT TO THE CEO (m/f/d)

We are looking for a passionate Executive Assistant to join our team and take us to the next level of success and growth. In this role, you will partner closely with our CEO and keep his daily tasks prioritized. This role will constantly change with the demands and needs of the CEO - so if you like variety in task and have the flexibility to adapt quickly, you have come to the right place! As an ideal candidate, you are personable, thinking 10 steps ahead and have a great sense of humour. You enjoy streamlining hectic days, jumping into the chaos and are able to tackle anything thrown your way. We value someone who possesses a can-do approach coupled with the ability to work autonomously and thoroughly on a wide range of assignments.

YOUR RESPONSIBILITIES
• Performing operative and strategic administrative support tasks for the CEO
• Helping the Executive team stay organised by scheduling appointments and meetings, calendar maintenance, composing correspondence, and running errands
• Research and compile complex data for reports
• Help manage and maintain reporting structures and documentations (internal and external)
• Interact with C-level executives of partners and customers
• Supporting day-to-day operations and come up with new ways to keep everyone happy and effective
• Drive and manage ad-hoc projects as needed

YOUR FUTURE COLLEAGUE
Janik, our CEO and Founder

YOUR SKILLS AND QUALIFICATIONS
• Extensive hands-on experience supporting C-Level executives, preferably in the high tech or life-science industry
• Masterful problem-solver
• Business fluent in English (German is a plus)
• Agility and flexibility in response to changing priorities and needs
• A self-starter who is highly motivated - no job too small or too big!
• Exceptionally organized: good with deadlines and expectation management
• Exceptional communication skills: the ability to be persistent and assertive in delicate situations
• Able to adapt to and constantly improve the working schedule of the CEO
• Strong plus: Willingness to work abroad for multiple months at a time

Please send your application to careers@semalytix.com. Documents (in English) should include a letter of motivation, a CV, relevant certificates, and references in a single PDF. Positions remain open until filled. We are strongly committed to promoting equal opportunity and diversity in our team.