



At Myllia Biotechnology we combine two powerful techniques in molecular biology, CRISPR screening and single-cell RNA sequencing, to discover critical genes involved in e.g., pathogenesis or gain insights into mechanisms of action of drugs. Our company culture is very collaborative and fast-paced, while maintaining the highest standards of scientific practice. We are in search of people who are dedicated to learning complex workflows for being able to deliver high-quality data and are passionate about science.

As of December 2023 we are looking for an

HR Administrative Assistant (m/f/d, part-time 20-25h/week)

Your Responsibilities:

- General administrative office duties (mail, phone support, etc.)
- Office Management
- Processing of incoming and outgoing invoices
- Appointment coordination, travel planning & accounting
- Human resources administration

Your Qualifications:

- Completed education with Matura (e.g. HAK, high school, etc.)
- Basic knowledge of business administration and/or accounting
- Organizational strength and reliability
- Good German / English language skills, both spoken and written
- Good IT knowledge (MS-Office, especially Excel)
- Independent and structured working style
- Students or returnees with an economic/financial background are especially encouraged to apply for this position

Our Offer:

- An open and communicative working environment within a young team
- Flexible work time (4 days per week)
- Opportunity for further development in a dynamically growing company
- A varied range of tasks in an international environment

If you are interested in this position, please send your detailed application documents by email to: Dr. Thomas Moser (jobs@myllia.com). Applications will be reviewed on a rolling basis.

Disclaimer according to Austrian Law: Minimum base salary according to collective agreement for this part-time position at 24 h/week is EUR 1.500 per month. Remuneration will be according to experience and performance.