



Job posting | permanent employment | fulltime | f/m/d

Executive CEO Assistant

Are you looking for an exciting challenge in a scientific environment? Do you want to contribute your strengths and visions to an innovative company in the future-oriented biotechnology sector? Are you looking for a top team with a strong sense of team spirit?

Key responsibilities

You will be mainly supporting the company's CEO in the execution of his duties. The successful candidate brings along a profound scientific background ideally in the field of industrial biotechnology and a pronounced interest for business and management issues. You will interact with many different parts of the company and be in touch with and support many aspects of leading a fast growing, highly innovative biotechnology company.

- Conduction of analysis and research; compilation of data
- Identification and initiation of collaborations with service providers and consultants
- Preparation of management decisions
- Compilation of presentations, calculations and reports
- Organization, preparation and participation in internal and external meetings
- Project management in context of company organization
- Support of the CEO in strategic and operational management

We offer

excellent career opportunities within the c-LEcta team. You will be actively supported by an experienced and dynamic team in a friendly working atmosphere.

In addition to attractive remuneration and flexible working hours, we provide a modern workplace with good transport links and attractive employer benefits..

c-LEcta GmbH

Perlickstr. 5 | 04103 Leipzig
Phone 0341 3552140
Fax 0341 35521433
Mail contact@c-LEcta.com

Required Skills

- Academic Degree in Biology/ Biotechnology, Chemistry, Food Science or comparable education. A PhD degree can be a plus but is not a must.
- Smart analytical and creative mind, efficient in collecting, analyzing and reporting information
- Excellent presentation and communication skills
- Proactive, ambitious character who can operate both independently and as part of a team
- Positive, optimistic, flexible and creative problem-solving attitude
- Excellent in written and verbal English

The position reports to the company's CEO and will strongly interface with all parts of the company.

Application

Please apply online with your complete application documents as well as your earliest starting date and salary expectations at:

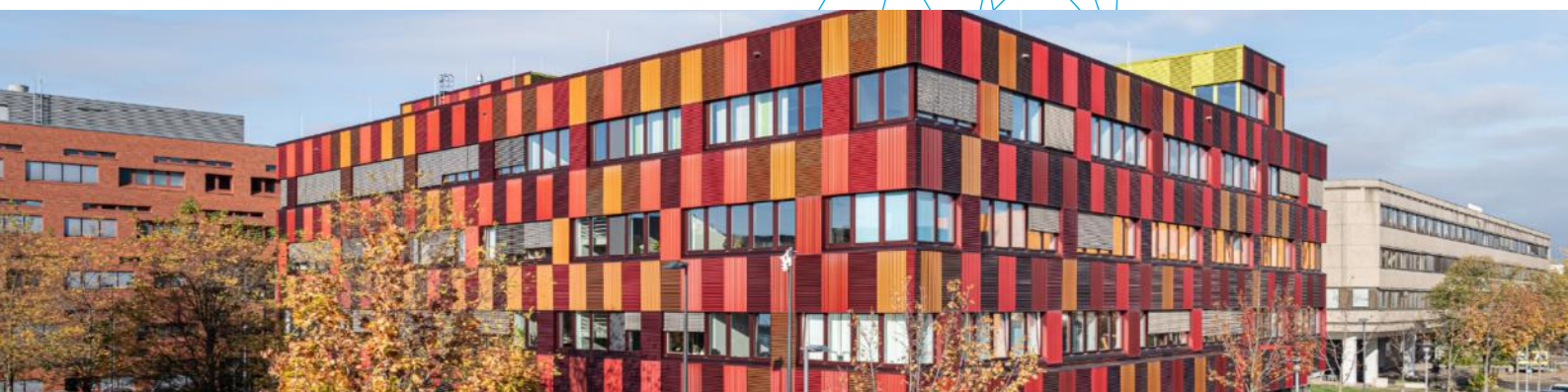
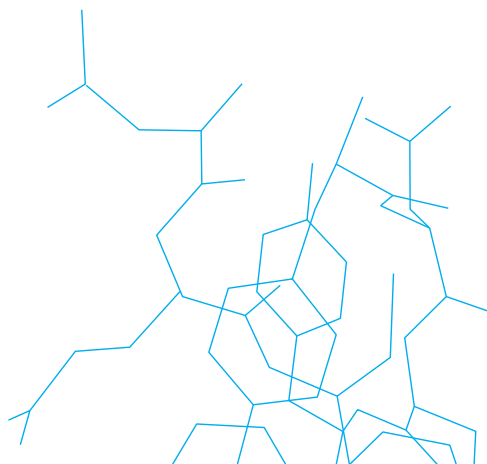
jobs@c-LEcta.com



Heike Kutschke

HR-Manager

Phone 0341 35521414



c-LEcta is a leading innovator and supplier of biotechnological products for regulated markets like food and pharma. Best-in-class technologies are applied to provide customized enzymes and microbial strains to novel and cost-efficient industrial manufacturing processes

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