



We are looking for a:

undercover boss – Team Assistant

*full time; position beginning as soon as possible
in the **Berlin area, Germany***

About Oculyze GmbH

Oculyze, founded in 2016, is a globally selling image analysis Startup. We provide expert knowledge via our cloud based quantitative microscopy solutions. → **We count for you**

Our **vision** is: Image analysis for everyone, everywhere.

We have successfully launched our two first products "[Oculyze - Better Brewing](#)" & "[Fermentation Wine](#)" and are ready to enter new markets in diverse industries including veterinary and environmental diagnostics.

We are able to build long term relationships with our customers by having great products and great people. Our services are easy to work with, oculyze is easy to work for.

The Oculyze team members come from far and wide. Despite being a small team we have quite an impressive combined resume – with over 6 languages being spoken between us! Our team is made up of PhDs, engineers, foosball champions, sailors, synchronized swimmers, vets and deep, sarcastic souls. → **Count on us, we count on you**

Position

We are looking for an office manager to integrate into our growing team. The successful candidate is highly motivated, self-starter, organized and must possess strong communication and organizational skills. Supporting the CEO in project management and day to day tasks. You will have insights into the working of the company, participate in management and board meetings representing the work force and in charge of the meeting minutes. This detailed knowledge about the company will help you organize calls for funds from government grants, plan trips, events and meetings.

The last days of the month are reserved to get everything aligned for the external book keeper including incoming and outgoing invoices.

Without customers, there is no company and at times of high demand the sales team might call upon you for assistance with customer calls and requests. Multi-Tasking is something you should like, not dread.

We are looking for someone who knows what they want, what is needed and who can propose solutions. Sassy, without making the other person loose face, with an open ear who and can agree to disagree.

Must Haves Skills:

- Bachelor's degree or equivalent industrial training (IHK)
- Excellent communication skills, to connect with the team and customers
- Great attitude, motivation to learn as new challenges arise in a growing company
- Good organizational skills
- German C2 and English working proficiency (English is the office language)
- Driver's license (class B)
- Spelling, formatting, layout skills (e.g. PPT, Word)

Nice to have:

- 2 or more years of successful office manager/ team assistant experience
- Any other language, especially French
- Experience with CRM (Pipedrive)

The most important skills we are looking for are: **Attitude, Motivation and Commitment**

What we offer:

- Flexible working hours with the possibility to work from home 1 day a week
- Work in a growing, flexible Startup with a great international team
- Foosball tournaments, office snacks, unlimited supply of coffee and awesome team events
- The opportunity to get things done without layers and layers of bureaucracy
- We can talk about anything else you need to be happy and successful!

Contact us at: hr@oculyze.de