Office Assistant (f/m/d)

Your Tasks:

- **Shaping the future:** Achieve future-oriented milestones, grow with our start-up and assist our team in various aspects of day-to-day operations and support in the organization and processing of administrative activities
- **Participate in decision-making:** As a basis for decision-making, you will be responsible for the preparation and follow-up of various tasks in finance, accounting and quality management
- **Reliable realization:** Manage important project data via ERP system and internet-based platforms and create presentations, reports and protocols
- **Be our organizational talent:** Organize and coordinate meetings and events including travel planning

Your Profile:

- **Education:** You have successfully completed a business-related apprenticeship or comparable qualification
- **Experience:** You have practical experience in the position sought or a comparable position; experience in accounting or controlling is an advantage
- **Know-how:** Confident handling in MS-Office (especially Excel) as well as practical experience with ERP systems
- **Languages:** Excellent German - and good written and spoken English language skills
- **Personality and way of working:** You are an organizational talent, a team player with strong communication skills and are characterized by a high degree of flexibility and independent and reliable at work

**Immersive instead of Invasive**

We are looking for motivated employees for our Start-Up CUREosity based in Düsseldorf. Be part of a unique cooperation of scientists, physicians, therapists and game designers. Together we develop a completely new motion therapy system based on VR technology with the goal to help people with neurological and psychological impairments.

Grow with us right from the start and join CUREosity by applying at jobs@cureosity.de!