

MicroPyros BioEnerTec GmbH (www.micropyros.de) is a young start-up company developing biotechnological processes for the production of green gases. Core competence is the cultivation and selection of high-performing microorganisms. Company activity includes the development of process engineering application from laboratory to industrial scale. In cooperation with Pietro Fiorentini (www.fiorentini.com), major shareholder of MicroPyros, complete plants are designed, built and optimized for the installation in Germany and in international markets.

In the aim of creating a more structured support to the organization of daily company activities we are looking for our location in Straubing, Germany:

Company Secretary (m/f/d)

Your tasks

- Handling correspondence and secretarial activities related to the company daily life
- Personnel administration and coordination with the company in charge of personnel accounting
- Bookkeeping and relation with the company in charge of accounting
- Banks account management and management of payments.
- Support the team with special projects preparation and handling.

Your profile:

- Completed studies at High school or Bachelor Degree level in business administration, accounting or comparable.
- Enthusiastic in being part of a young team with average age below 30.
- Some experience in similar positions.
- High motivation and commitment to quickly familiarize with new open questions.
- Analytical thinking, ability to work in a team, exact working method, committed and self-sufficient commitment round off your profile.
- Willingness to travel for research, development, operation and optimization of biotechnological processes in plants.
- Full command in English and German. Basic knowledge of Italian is a plus although not a specific requirement.

Our offer:

- A challenging and varied job in a future-oriented industry involved in the energy transition.
- Be part of a young company with a young team and dynamic development prospects.
- Be part of an overall development cycle: from today Start Up condition to a business oriented structure.
- Flexible working hours and autonomous performance of tasks.
- International working surround
- Possibility of growing responsibilities in a growing industry.
- Payment at standard market conditions.

Are you interested in working with us? Please send us your application documents and the earliest possible starting date to the following email address: info@micropyros.de.