



MeltPrep GmbH offers innovative laboratory equipment. We designed the first tailor-made process for sample preparation of thermoplastic materials. The company's portfolio includes two additional product lines in addition to the VCM process, which are sold worldwide to pharmaceutical, polymer and food industries.

Allrounder/Team Assistant (w/m/d)

Part Time/20h or Full Time

Area of responsibility:

- Support of the team in all organisational and administrative tasks
- Assistance in the warehouse management and goods dispatch
- Document management and creation, preparation for accounting and payroll

Requirements:

- Successfully completed commercial or technical training (Lehre, HAS, HAK, HTL)
- Good MS-Office knowledge
- Good command of written and spoken English
- Independent and solution-oriented working method, customer orientation
- Team spirit, joy of communication, high self-motivation and hands-on mentality

We offer:

- Varied activities in an internationally operating company
- Innovative corporate culture, flexible working hours and flat hierarchies
- Employee-oriented working environment that promotes active participation

This position is subject to the collective agreement for employees in the metal processing industry. Your actual salary depends on your experience and qualifications.

Have we got your interest?

Please send your application to: jobs@meltprep.com