



Operations & Administration Associate (m/f/d)

About us

We are an early stage, science driven startup building at the intersection of biology, data, and innovation. We are creating something ambitious from the ground up and are looking for people who enjoy working closely with the founder, taking ownership early, and helping build strong internal structures from day one.

The role

We are looking for an **Operations & Administration Associate** to support the day to day running of the company across administrative, organizational, and operational topics.

This is a hands on and high trust role with broad exposure across the business. You will help keep things organized and moving by supporting documentation, grant applications, travel bookings, meeting coordination, investor related communication, and finance and accounting related processes.

You will work closely with the founder and play an important role in building the operational foundation of the company from an early stage.

Your responsibilities

- Support the preparation, organization, and maintenance of internal and external documentation
- Assist with grant application processes, including collecting materials, formatting documents, coordinating inputs, and supporting submissions
- Coordinate travel bookings and related logistics
- Organize meetings, including scheduling, agenda preparation, follow ups, and documentation
- Support investor related administrative processes, including preparing materials, coordinating communication, and maintaining records
- Support finance and accounting related processes
- Assist with receipt documentation and invoice tracking
- Organize and prepare documents for bookkeeping and accounting
- Help maintain clear and structured records across operational activities
- Contribute to improving internal processes, documentation standards, and day to day coordination
- Provide reliable operational support to ensure smooth execution across the business

Your profile

You are organized, thoughtful, and dependable. You like creating structure, keeping track of details, and helping things run smoothly. You are comfortable working across different topics, switching between tasks, and supporting both everyday operations and important company processes.

You do not need to have done everything before. What matters most is that you are reliable, proactive, quick to learn, and genuinely motivated to help build something from the beginning.

What we are looking for

Professional skills & Mindset

- Precision & Structure: A detail-oriented approach to maintaining records and managing administrative tasks with high accuracy.
- Problem Solving: Strong critical thinking and a solution-oriented mindset; you don't just spot inconsistencies, you actively work to resolve them.
- Curiosity: A natural drive to improve routine processes and a willingness to learn how things work under the hood.

Ownership & Reliability

- Proactivity: The ability to work independently, take full ownership of tasks, and ensure consistent follow-up until completion.
- Organization: Strong skills in coordinating multiple workstreams and creating structure in a fast-paced environment.
- Financial Awareness: A high level of reliability and accuracy when handling finance-related data, such as invoices, expenses, and budgets.

Communication & Teamwork

- Collaboration: A supportive, trustworthy, and professional presence when interacting with team members, suppliers, and external stakeholders.
- Adaptability: Flexibility to support different operational areas and comfort with the evolving priorities of an early-stage startup.

Nice to have

- Initial experience in administration, operations, coordination, office management, bookkeeping support, or a similar role
- Experience with tools such as Excel, Google Workspace, or ERP systems
- Exposure to invoice handling, bookkeeping preparation, travel coordination, or meeting organization
- Interest in startups, innovation, science, AI, drug discovery or TechBio
- German proficiency is a plus
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What we offer

- The opportunity to join early and help build the company from the ground up
- Meaningful ownership and real responsibility from day one
- A fun, ambitious, and supportive startup environment
- Close collaboration with the founder and direct exposure to key business topics
- The chance to shape processes, ways of working, and how the company grows
- A fair share in the upside of what we are building together

How to apply

Please send your CV and a short motivation letter to contact@mithryon.com.