



Working Student, Founder's Strategic Operations Assistant, remote

TechBio, AI, and Drug Discovery

About us

We are building a TechBio startup at the intersection of AI, bioinformatics, cancer research, and drug discovery. Our goal is to turn complex biological and biomedical data into better decisions, better hypotheses, and ultimately better therapeutic opportunities. We are early, ambitious, and execution focused. This is a chance to join at the beginning and help shape how the company is built.

We are currently in an important phase of company building, including strategy development, fundraising preparation, grant work, partnerships, and operational setup. That means this role is not a side function. It is close to the core of the business.

The role

We are looking for a remote working student who wants to work directly with the founder on a broad set of strategic and operational topics. This role is ideal for someone who enjoys structure, ownership, and variety, and who wants real exposure to how an early stage startup is built.

You will support across founder's office, operations, research coordination, grants, investor preparation, and business development. Some tasks will be analytical, some operational, some administrative. All of them matter.

Your responsibilities

- Support the preparation of grant applications, including research, structuring content, drafting sections, and coordinating supporting materials
- Help prepare investor and business documents, including presentations, one pagers, briefing notes, and follow up materials
- Conduct background research on markets, competitors, scientific areas, partners, and relevant funding opportunities
- Support meetings and follow ups, including scheduling, preparation of materials, note taking, and tracking next steps
- Assist with travel planning, event coordination, and organization of external meetings, conferences, and relevant networking activities
- Support administrative and finance related processes, including receipt documentation, invoice tracking, and preparation of documents for bookkeeping and accounting
- Help organize and maintain internal documents, workflows, and operational systems so that the company runs in a structured and reliable way

- Contribute to business development and partnership related tasks, including research, outreach preparation, and coordination support
- Take ownership of special projects across strategy, operations, communications, and company building

Your profile

- You are currently studying business, life sciences, bioinformatics, biotechnology, innovation management, industrial engineering, economics, or a related field
- You are excited by startups, innovation, AI, and the future of drug discovery
- You work in a careful, structured, and detail oriented way
- You are reliable, proactive, and able to move topics forward independently
- You are comfortable handling a mix of strategic, operational, and administrative tasks
- You can understand complex topics quickly and turn them into clear, useful outputs
- You have strong written and verbal communication skills
- You are comfortable working with presentations, documents, spreadsheets, and research based tasks
- Previous experience in startups, student organizations, research, consulting, operations, or project management is a plus
- German proficiency is a plus, but not required

What we offer

- A remote role with flexibility and trust
- Direct collaboration with the founder and real insight into company building from the beginning
- Meaningful responsibility instead of passive internship tasks
- Exposure to fundraising, grants, partnerships, strategy, and startup operations
- The opportunity to work in a highly relevant field at the intersection of TechBio, AI, and therapeutic innovation
- A steep learning curve and the chance to grow with the company over time
- Fair compensation and a lot of room to shape your role

Why this role matters

This is a role for someone who wants to be useful, learn fast, and take ownership early. You will not be sitting on the sidelines. You will help build the foundation of a company working on hard and meaningful problems in science and medicine.

If you are organized, ambitious, and excited by the idea of working closely with a founder in an early stage TechBio startup, we would love to hear from you.

How to apply

Please send your CV and a short note on why this role interests you and why you think you would be a strong fit to contact@mithryon.com