

MAINZER START-UP LOOKING FOR WERKSTUDENT/IN IN ACCOUNTING/HR

Supported by PosterLab CEO, Sebastien Charles and our external accounting firm (Steuerkanzlei Sabine Huba) from Mainz too.

Your main tasks

- Prepare payments (invoice, salaries...)
- Send info to ext. accounting firm
- Prepare HR contracts using templates (e.g. Werkstudent, Internship)
- Other tasks possible depending on the profile of the person (e.g. support in preparing investor reports, financial statements like cash flow, IS...)

Experience

- No previous experience is fine

Studies

- Currently enrolled in a Bachelor or Master degree with courses in German accounting/HR.

Nb of hours/week & Salary

- About 3/h per week
- 13€/h

Place of work

- Hybrid : Office (Gutenberg Digital Hub, Rheinblick!) + home office

PosterLab – Make partnership in R&D succeed

50 to 70% of partnerships in R&D fail. We are offering a multi-partner collaboration platform, for senior Alliance & Innovation Managers to steer their partnerships in line with their market vision, which also incl., a cross-communication and knowledge transfer safe place in between their team and their R&D partners ecosystems.

Send your application (in English or German) to: sebastien@posterlab.co

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