

# CytoSorbents™

WORKING TO SAVE LIVES

Join our team as

## Personal Referent / Assistant to the Management (m/f/d)

As a fast-growing international corporation with a team of 200 enthusiasts and activities in 60+ countries, we are in the process of ushering in a new era of medical therapies and biotechnology. We are looking for smart, visionary and creative minds who fit in our innovative, quality oriented and customer focused company with individual team players. CytoSorbents Europe GmbH is located in Berlin.

Do you want to change medicine together with us?

**Apply now!**



### **Your duties >>>**

You are a confidant of the Managing Director / Executive VP Sales in an international and agile team. In this role, you will be an important interface to the different organizational units and support the Managing Director in operational and strategic topics. This includes tasks such as:

- The preparation of documents, speeches and presentations as well as decision papers
- The preparation, follow-up and coordination of internal and external appointments including travel planning for the managing director
- The management of the calendar, e-mails and signatures
- Responsibility for digitizing and filing documents, contracts, and correspondence
- You will independently handle administrative tasks and projects within the company
- You will create analyses & reports
- You will prepare business cases for presentations

### **Your profile >>>**

- You have successfully completed a university degree, preferably with an economic background, and ideally have 2 years of professional experience in a comparable position
- Loyalty and aplomb characterize you
- You are an organizational talent, have a systematic work style and good project management skills
- You have excellent communication and teamwork skills and are characterized by your initiative and flexibility
- You are confident, personable, and professional appearance makes it easy for you to interact with people
- You are fluent in both German and English
- You are well versed in MS Office programs and can quickly familiarize yourself with other systems

### **Our compensation package offers you >>>**

- An exciting working environment in a growing start-up company
- A permanent employment contract
- Remote/flexible working options
- Opportunities for growth and professional development
- Exciting team events
- A competitive compensation package including a stock option program

Thank you for considering CytoSorbents.  
We can not wait to get to know more about you!

**Apply now!**  
[hr@cytosorbents.com](mailto:hr@cytosorbents.com)



With my application, I agree that the data collected by me for the processing of my request are collected and stored electronically. This consent can be revoked at any time with a message to us. Further information can be found in the privacy policy <https://cytosorb-therapy.com/de/cytosorb-homepage/datenschutzerklaerung/>.

**CytoSorbents**<sup>TM</sup>

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