



mbiomics GmbH | Floriansbogen 2-4 | D-82061 Neuried Germany

Working Student – Operations Support (m/w/d) mbiomics GmbH Neuried, Bayern, Deutschland

About the job

Founded in 2020, mbiomics GmbH is on a mission to revolutionize disease treatment through cutting-edge microbiome-based therapeutics. As a TechBio innovator, we combine proprietary analytics and data science to redefine the development of live bacterial products (LBPs).

We are currently looking for a reliable and detail-oriented Working Student to support our Chief of Staff with day-to-day execution — especially when it comes to PowerPoint presentation formatting, internal documentation, and structured follow-up on tasks.

This is a great role for someone who enjoys working through to-dos, bringing order to complexity, and gaining exposure to how a fast-moving biotech startup operates behind the scenes.

JOB DESCRIPTION

- Format and finalize PowerPoint slides in line with our company template and design standards
- Assist in preparing internal presentations
- Support with structured task follow-up and documentation
- Help maintain internal knowledge bases and project trackers
- Execute recurring operational tasks reliably and independently
- Provide ad-hoc support to the Chief of Staff and broader team as needed

REQUIREMENTS

We're looking for someone who's **organized, dependable, and motivated to get things done**. Here's what helps in this role:

- You are currently studying business, or a related field
- You enjoy making presentations clean, sharp, and structured
- You have experience with **PowerPoint** and a good eye for formatting and consistency
- You're comfortable working through lists of tasks independently
- You value structure, clarity, and attention to detail
- Fluent in English; German is a plus

ENVIRONMENT AT MBIOMICS

- Experience the unique dynamics and spirit of a biotech startup
- Our team? A colorful mix of international talents, humor and brilliant minds.
- A steep learning curve, real responsibility and direct impact
- We offer flexible working hours and fair salary
- Benefits include our free coffee, fruit and candy and regular team events.

Interested? Send your application to: max.lindner@mbiomics.com