



# CEO-Assistant

APPLY NOW

## Context

Good Science needs good support!

Managing conflicting priorities under tight deadlines and heavy workload is your bread and butter! Twists and turns of Life made you highly adaptable, pragmatic and thorough: join our multicultural team!

AMS is the world-leader of [organic Crystal Structure Prediction](#) and a family business in southern Germany. With our pharmaceutical industry customers and staff from all around the world, we are inventing the next generation of [software tools for in silico materials design](#).

The position is full time, in Freiburg (no home office), and bilingual: English, German. Your main mission is to take over hands-on tasks from M.A Elsa Ghezil, CEO, Director of Human Resources, Administration and Communication at Avant-garde Materials Simulation Deutschland GmbH.

## Your responsibilities

### Project management

- Coordination, supervision of day-to-day work in the administration and HR department

- Reporting to the management

## **Facility management**

- Quality of the working environment, purchasing
- Health and safety in the workplace

## **Compliance**

- Digital formalisation of workflows and policies

## **Internal Communication**

- Organisation and coordination of team events

# **Your profile**

## **Soft skills: do you share our vision and values?**

- You are committed to reduce your carbon footprint and believe that respect at the workplace matters
- Organised, pragmatic, perseverant describe well your personality
- Flexibility: ability to (re)set priorities in close collaboration with management
- Ambition: quick learner, you openly report difficulties and errors
- Cooperation: can-do attitude and friendly manners with management, colleagues and partners. For you, conflicts are a chance to improve, not a fight
- Intercultural awareness and open personality

## **Hard skills: do you bring in...?**

- Accurate communication- oral and written – is one of your strengths

- Excellent written and spoken English and German
- Prioritisation and self-motivation: you get things done at the end of the day
- Good memory of main goals and of details
- Under pressure you are able to reset conflicting priorities
- IT agility: you are at ease with online and open sources solutions and the Office Suite in Mac

## Education

Related degree (business management, jura, HR) or 15 years of professional experience if no degree

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## What we offer: a workplace to shape your future

We are a small family business with short communication paths. The impact of your work is immediately visible and directly supports other team members.

We aim to provide a professional environment in which people from all over the world at different stages of their lives can find the work-life balance that suits them.

Because we care about our employees, our customers' needs, scientific progress and the planet, working at AMS does have a meaning.

- Flexible work time management around core hours
- Free organic coffee & teas, fresh fruits
- Resilient, organic garden with a planter where employees can grow their own fruits and vegetables
- A quiet workplace with the quality of a living space (not open plan offices)
- Part-time work for some of the positions
- Job specific training
- Yearly: 28 days paid leave (full time based) + about 10 days public holidays
- Equal opportunity policy
- Help with settling in if you are located outside Germany

## What about recruitment at Avant-garde Materials Simulation?

Avant-garde Materials Simulation Deutschland is an [equal opportunities](#) recruiter: your application is welcome regardless of your age, gender, ethnic origin, disabilities or religion/beliefs.

What matters most to us, beyond your skills and experience, is your mindset. Tell us more about your philosophy at work and your soft skills in your application form under Your Motivation-s.

### Step 1

Fill-in [Application Form](#), and you get notified in case of successful completion.

### Step 2

Pre-screening of candidates by AMS Human Resources, and you get notified about early rejection, or Step 3.

### Step 3

You are invited to take some hard and soft-skills tests, and you get notified about rejection, or Step 4.

### Step 4

Remote interview, and you get notified about rejection, or Step 5.

### Step 5

On-site day in Freiburg: series of hands-on tests and interviews with AMS Management and the concerned Department.

### Step 6

Decision on job offer, you get notified within 2 weeks.

## Curious?

### Visit our Website

Discover Avant-garde Materials Simulation Deutschland GmbH.  
Sharing common values is the basis for a diverse and happy Team!



### Our mindset

- We are addicted to innovation

- Our software is used by many large pharmaceutical companies
- Our customer's problems are our problems
- We are a family business
- We do business to invest in science, not the other way around

### **Our Business Ethics**

- Sustainable development
- Renewable energies
- Soft mobility and CO2 offset for travels
- Low energy consumption
- A culture of respect and openness towards colleagues and partners