



## Founder Associate / Chief of Staff (Intern) – 60 -100%

### *Dive Deep into Startup Realities*

#### About Biosimo:

Located in Schlieren, Biosimo is at the forefront of developing and operating processes to produce bio-based platform chemicals. Our startup, fueled by innovation, is on a mission to reduce CO2 emissions and create a sustainable future. At Biosimo, every day is a blend of challenges, learning, and immense growth potential.

#### Role:

Join us if you thrive in dynamic, fast-paced environments and value the balance between flexibility and structure. Work closely with our founders on business and investor strategies. Support our spirited team on business and administrative topics. Manage our digital presence and be prepared for rapid growth and evolving responsibilities.

#### Responsibilities:

##### Founder Support:

- Act as the pivotal force behind our founder's daily operations, ensuring every day runs seamlessly and is structured to optimise productivity.

##### Team Administration:

- Manage the intricate administrative needs of a team passionate about their work, ensuring processes are organised, streamlined, and efficient.

##### Business Development and Engagement:

- Potentially, step up and interact directly with customers, translating our passion into partnerships.

##### Digital Presence & Social Media:

- Curate our voice online, ensuring we're not just heard but actively listened to.

#### What We Seek:

- Young, passionate individuals who prioritise invaluable experience over immediate high financial rewards.

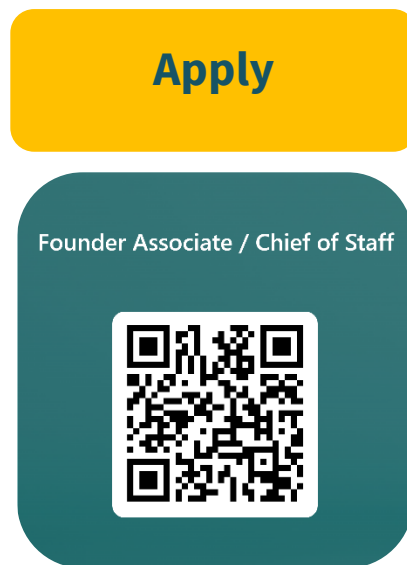


- A penchant for structured approaches, ensuring tasks are organised and deadlines are met without sacrificing creativity.
- Fluency in English; conversational skills in German.
- Tech enthusiasts who leverage a range of digital tools to enhance work efficiency.
- A background or zest for business or engineering.
- Minimum commitment of 6 months for the job

### Benefits:

- An unparalleled dive into the start-up world, rich with hands-on experiences and lessons that books can't teach.
- Shape your career trajectory with potential leadership roles.
- Embrace flexibility – work isn't about clocking hours; it's about making each hour count.
- Fair compensation, but with emphasis on experience, mentorship, and growth opportunities.

Feeling the spark? Excited about diving into the deep end of the startup world? Hit the 'Apply' button or scan the QR code to apply. We're eager to learn more about you!



For questions, please get in touch with [jobs@biosimo-chemicals.com](mailto:jobs@biosimo-chemicals.com)