

We want you!

Operations Coordinator

About Flexora

Flexora is a startup and spin-off from the applied physics department of Technical University Dresden. We are an international and dynamic team. We stand for flat hierarchies, fast decisions, and excellence.

Join us on our mission to make data acquisition of our physical world easy and cost-efficient.

- **When:** Start October 2024
 - **Where:** Dresden
 - **Background:** Completed education in relevant field (university or technical formation)
 - **Language:** C1 in German & English (written and speech)
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Your new job involves these tasks

- **Organizing & general support:** Manage and organize appointments and events via email or phone with different stakeholders (e.g. customers, partners, public authorities, investors, team).
- **Creative design & communication:** Oversee external & internal communication by creating marketing & info material (e.g. for social media, blogs, newsletter) and as well as internal communication within the company to ensure a positive and professional atmosphere. This might also include researching market data, trends, and best practices.
- **Accounting & reporting:** Bookkeeping with DATEV, issuing and processing invoices, editing and proof-read reports to public authorities and investors.
- **Ordering & restocking:** Solicit quotes for different technical and non-technical equipment based on the requirements of our technical team.



Do we have a match?

Next to fair pay, we offer you freedom in terms of flexible working conditions, access to our thriving startup and business network as well as long-term development perspectives.

Your future colleagues are physicists, engineers, material scientists, and economists from currently 6 different countries of the world.

Our working languages are English and German.

We communicate openly and have a meritocratic approach. Put simply, at Flexora the best solution or idea wins.

We therefore value character traits like curiosity, reliability, team spirit, solution-oriented thinking, and self-initiative.

Ready to make a difference?

Then send us your CV with a short cover letter to jobs@flexora.de. We will get back to you as soon as possible!

Looking forward to hearing from you.