

## Employee Finance/Accounting (m/f/d) - wanted immediately

### About beeOLED

You want to contribute to the improvement of today's OLED smartphones, IT and TV displays? Have you always wanted to be part of a deep-tech start-up?

Founded in December 2020, the Dresden-based company beeOLED is developing an innovative approach to substantially increase the efficiency and lifespan of displays. We develop, synthesize and market fine chemicals, taking the entire path from research work directly to product placement on the global market in a short space of time. At beeOLED, experienced synthesis chemists, analytical chemists, physicists, engineers, project managers and patent experts work closely together in an international team to establish our new idea on the market as quickly as possible. Our customers are all manufacturers of OLED displays for smartphones and televisions. Financially strong investors and public funding support us on our way. During our current growth phase, we are looking to strengthen our team.

### Your profile:

- Training or studies and/or previous experience in the following field:
  - Commercial field or business studies incl. operational accounting and bookkeeping.
- Absolutely necessary: Command of the German and English language and writing is essential.
- Absolutely necessary: Command of MS Office (Word, Excel, PowerPoint) is mandatory.
- Additional knowledge in one or more of the following areas is useful:
  - DATEV,
  - Accounting for public funding projects,
  - ordering, import/export,
  - Commercial processes,
  - Inventory management,
  - communication/advertising/social media, marketing,
  - Legal basics,
  - office management.
- You are also characterized by:
  - Organizational talent; the ability to proceed in a planned and systematic manner;
  - a precise, goal-oriented, punctual and independent way of working within a team;
  - quick comprehension and good communication skills;
  - an analytical, structured and solution-oriented way of thinking geared towards economic effectiveness;
  - as well as diligence and reliability.



**beeOLED GmbH**  
Niedersedlitzer Str. 75  
01257 Dresden  
Germany

Dr. Jan Blochwitz-Nimoth,  
Dr. Carsten Rothe,  
Dr. Volodymyr Senkovskyy  
district court: Dresden • HRB 40722  
USt-IdNr. DE338015905

phone: +49 351 85070500  
mail: [info@beeoled.com](mailto:info@beeoled.com)

### Your tasks:

- Carrying out preparatory bookkeeping for our tax office,
- Internal ordering (office supplies and other departmental requirements (chemistry/physics),
- Preparation of the accounting for funding projects,
- Supporting financial communication with shareholders and investors;
- Depending on your skills, supporting the management and administrative team in operational matters.
- For example by:
  - Internal correspondence (for example in the patent process),
  - External communication,
  - External presentation of beeOLED (correspondence, website, trade fairs)
  - Inventory,
  - Other administrative tasks.

### We offer

Become an integral part of our start-up success story, the end product of which you will end up using yourself every day! Specifically, we develop novel dyes for OLED displays using classical methods of organic chemistry and organometallics. We are a dynamic, international and highly motivated team under experienced management with a very good working atmosphere and collegial interaction - the colleagues with very high professional competence are always ready to support. If desired and suitable, there are various opportunities for further development within our growing company.

### Conditions and benefits:

- Initially part-time - 20 hours per week with the prospect of full-time (40 hours)
- Flexible but regulated working hours (core working hours)
- No shift work, no weekend work
- 30 days annual leave
- Employment contract with 6-month probationary period
- Job ticket allowance
- Bonuses depending on achievement of company targets
- Free drinks
- Residence close to location desired

### Interested?

We look forward to receiving your application! Please send your detailed application (incl. CV, letter of motivation and certificates) to: [hr@beeoled.com](mailto:hr@beeoled.com)



**beeOLED GmbH**  
Niedersedlitzer Str. 75  
01257 Dresden  
Germany

Dr. Jan Blochwitz-Nimoth,  
Dr. Carsten Rothe,  
Dr. Volodymyr Senkovskyy  
district court: Dresden • HRB 40722  
USt-IdNr. DE338015905

phone: +49 351 85070500  
mail: [info@beeoled.com](mailto:info@beeoled.com)