



## Internship – Assistant of Operational Direction

### WHO ARE WE?

Biomemory, founded in 2021, boldly stands at the crossroads of biotechnology and computing, driven by a passion for sustainability. As pioneers in DNA data storage, we confront the cost, real-estate and environmental impact of traditional data centers. Our secret weapon? Harnessing the power of synthetic biology, automation and mass-parallelization to build Data Storage equipment craft using enduring DNA strands as the data storage media fragments, stored as timeless polymers—no energy required.

After securing a €17M Series A in early 2025, we are now entering a high-growth phase — aiming to more than double our team from 22 to 50 by the end of 2025.

Join us in rewriting the future of data storage! 🌱🧬🌟

### ABOUT THE ROLE 🎯

As an assistant of operational direction, your primary objective will be to support the day-to-day operations of the company, with a focus on financial, administrative and human resources processes, ensuring efficiency and contributing to the structuring of a fast-growing organization.

### YOUR MISSIONS:

#### **Finance & Administrative Support**

- Financial analysis and reporting: helping with dashboard creation, KPI monitoring, variance analysis
- Accounting and budgeting: supporting monthly closing, cash flow tracking, budget preparation and follow-up
- Process optimization: identifying improvement areas and automating tasks
- General support to Finance: contributing to ad hoc tasks as needed

#### **Human Resources & Office management**

- Supporting onboarding of new employees
- Managing HR administration and improving internal processes

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### ABOUT YOU 🚀

#### **Background:**



- Education: Student in business school, university, or specialized program in finance, entrepreneurship or management looking for a gap year 6-month internship
- First experience in finance, consulting, or a startup is a plus

### **Skills:**

- Solid knowledge in accounting and finance
- Strong analytical and synthesis skills
- Fluent in English (written and spoken)
- Comfortable with Google Workspace and Microsoft tools
- Interest in innovation and technology

### **Soft skills:**

- Rigorous and well-organized
- Autonomous, adaptable, proactive
- You're not afraid to ask, propose and take action to get things done

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## **PRATICAL DETAILS**

- Location : Paris 14<sup>e</sup> , 5 impasse Reille
- Start date : September 2025
- Duration : 6 months
- Type of contract : Internship

### **Recruitment process :**

- Introductory interview with our Talent Acquisition Manager and Financial Manager (45')
- Case study with team members (60')
- Final interview with our CEO, Erfane (30')

### **How to apply**

Our hiring process is designed to assess mutual fit, not just resumes. It begins when you email your CV and a short note explaining your interest to

 [opdirinternship@biomemory.odoo.com](mailto:opdirinternship@biomemory.odoo.com)

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## **WHY JOIN US?**

At Biomemory, we're on a mission to make DNA data storage a game-changer in data centers and help prevent the upcoming data crunch.

If you're looking for new challenges and eager to make a lasting impact on the economy and climate, we want to hear from you.

