

JOB DESCRIPTION



Position/title: **Trainee Office & Project Management**
Created from: Jana Marie Hoffmann
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Your Job

- Assistance to the CEO, Co-Owner and our Project Teams
- General office organization incl. management of online and paper filing systems
- Weekly update of our address database
- Answer to client requests and complaints by e-mail and phone in German & English
- Schedule meetings and appointments incl. preparation of client and internal meetings
- Coordination of business trips incl. travel planning and travel cost accounting
- Ensure that all projects are invoiced and paid on time
- Working on Social Media activities

We offer

- A friendly and open minded work atmosphere with flat hierarchies
- A challenging and interesting work, where you have to deal with fixed budgets and project deadlines.
- A deep insight in all office and project related tasks
- The chance to optimize our workflows to achieve a better and faster communication
- An open ear and support from our team in case you need help

Your profile

- You are an organization and coordination talent with a keen eye and a mind to understand the "big picture"
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail with problem solving skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- With good numerical understanding and a very good rhetoric skills
- Good written and verbal communication skills in German & English
- Good MS Office skills (Word, Excel, PowerPoint, Outlook)

Get in touch and send us your CV for an interview.

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