Space Products and Innovation GmbH

Job-Titel:
Administrative Assistant

Job-Beschreibung
SPiN is looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

Duties and responsibilities
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Support social media activities
- Support accounting

Anforderungsprofil
- Fluent in German, Fluent in English
- High school diploma with preference to technical university student
- Lives in or around Darmstadt
- Flexible in working hours, mostly remote work, a few hours a week in the office
- Good communication skills
- Excellent computer skills, especially typing.
- Attention to detail and a desire to be proactive and create a positive experience for others.

Kontakt
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Art der Beschäftigung: Werkstudent(in)
Zeitraum der Beschäftigung: nach Vereinbarung

Firmenname: Space Products and Innovation GmbH
Ansprechpartner: Herr Ran Qedar
Jetzt bewerben: ma61c@spinintech.com

Link zu dieser Stellenanzeige: https://www.stellenwerk-darmstadt.de/jobboerse/studentenjobs-administrative-assistant-darmstadt-200907-398096

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