

We are recruiting for the position Team Assistant (m/f/d) (20h/week) with immediate effect. As Team Assistant you will be part of a dynamic and committed team and will work in a prime central location.

Team Assistant (m/w/d)

Your responsibilities

- Coordination of appointments for management
- Close cooperation with the marketing & PR, event and sales team
- Support in the organization of events etc.
- Preparation of proposals and presentations
- Optimization of in-house data
- Data research and preparation for the creation of studies and data products

Your profile

- University degree in business, economics or spatial planning of advantage
- Efficient time management
- Flexibility
- Commitment
- Good understanding of numbers and ability to analyze
- Quick comprehension
- Willingness to learn
- Ability to work in a team
- Excellent German and good business English skills

Our offer

- Exciting work on current affairs at a rate of approx. 20h/week
- Flexible working hours and a diverse range of tasks
- A young dynamic team
- Central workplace in a prime location
- Familiar working climate

For this position we offer a minimum gross salary from € 1,800 (per month), plus performance based bonus. The possibility of higher pay is given, depending on your qualifications and experience.

By submitting your application documents, you agree to the internal storage of your personal data. Of course, your application will be treated confidentially.

Please direct your application including CV, cover letter and photo to Ms. Samantha Riepl, MA via e-mail to jobs@regioplan.eu. We look forward to getting to know you!

Unsolicited applications. Send your application now to jobs@regioplan.eu.