

Let's shape the future of connected logistics!

Join our Innovation Hub in Berlin as

Team Assistant and Office Manager (m/f)

Our Berlin Innovation Hub is a space for invention and creation: we push the boundaries of connected logistics systems enabled by Internet-of-Things, artificial intelligence and big data science. We are creators and developers, designers and creatives, techies and data scientists. Our way of working is collaborative: rapid prototyping for validated learning and creating MVPs is second nature for you.

We are working on delivering unique digital products, services and new data-driven business models that bring value to the global logistics ecosystem.

Tasks

We need you to support the team with all organization topics from daily operations to meeting coordination, events, meetups, travels, fairs, hackathons and administrative tasks.

You'll act as our „happiness manager“ to keep the operations running smoothly and you make sure the team and management can focus on delivering stunning products. You're enjoying to coordinate meetings with external partners from CEO to developers and also with our senior management from the Stuttgart headquarters.

Your additional tasks will include:

- support in the preparation, execution and postprocessing of workshops and events
- support in the preparation of presentations
- managing our procurement processes and being responsible for all purchase related tasks
- managing our office space and coordination with various partners in Berlin and globally
- organizing of customer visits and field trips for our UX researchers
- support in desk research for our innovation projects

Relevant experiences

We'd love to hear from candidates with first experiences in a fast-paced, tech-driven/ startup environment. You should have relevant experience where you showed your stress-resistance in a creative environment with various

projects and/or events and moving targets. Also you should enjoy working in an international, multi-cultural team that wants to change the (logistics) world.

We'd expect you to have:

- first relevant working experience
- a completed apprenticeship or bachelor degree
- fluent in English and German
- service mentality with a high aspiration to your work results and reliability
- profound MS Office skills (Outlook, Excel, Powerpoint, Word)

What we offer you

- You will become part of a unique, diverse and international (english speaking) team, that is characterized by flat hierarchies, a family-like atmosphere and an open feedback culture.
- You will have the opportunity to grow with us and develop your skills.
- You will work in a modern office with a variety of fresh fruits and drinks, regular company & team events and an open exchange with other departments.

The job is full-time and limited to a term of two (2) years with the option of a permanent employment contract.

Location: Berlin

How to apply for Team Assistant and Office Manager

Send us an email to innovationhub@fleetboard.com, with desired salary, earliest availability and with your CV.