

We are hiring

N+P

Front Office Assistant / Part time



About N+P Design

We are a strategic design agency, focusing on product, digital and service design. Operating globally, we design high-tech products and experiences for public transportation, long-lasting capital goods, high-end consumer goods, medical equipment, and rehabilitation. Our goal is to constantly question established norms, develop new concepts and shape extraordinary visions for the future. Driving innovation since 1970.

Visit our website for more information:
www.np-id.com

To strengthen our design team, we are looking for an

Front Office Assistant / Part time

Start Date: as soon as possible

What we are looking for

For the outside you are the business card of the company, inside you support the team to the best of its ability. At the reception you are the first point of contact - friendly, competent and eloquent. Commitment is your top skill, both towards customers, business partners and colleagues. General reception and administration activities ranging from travel planning via telephone management and post processing as to support in the preparatory accounting, as well as planning of annual agency events are in your blood and do not get you worked up.

You respond spontaneously and creatively to short-term planning changes. You are very service-oriented and bring along a structured way of working.

Your profile

- Completed commercial training or enrolled student (Werkstudent)
- Professional experience is a plus
- Flexibility and teamwork
- Fluent in German and English, spoken and written
- Very good MS Office skills, DATEV is not a must
- Good organizational skills
- Absolute discretion and integrity

What we offer

- Part-Time 20 hours per week, flexible
- Exciting projects in a globally operating design studio
- Open communication, flat hierarchies, and an interdisciplinary team
- An inspiring workplace in the heart of Munich next to the English Garden & Isar
- Great team-spirit, events and spontaneous after-work gatherings, and backyard table-tennis action during the summer

Become a part of our team

Send us your application and portfolio to: job@np-id.com