

Office Manager

Part Time (20 hours / week)

Location: Munich

Send application to job@np-id.com

ABOUT N+P DESIGN

We are a strategic design agency based in Munich and Vienna, 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 products and medical equipment. Our goal is to constantly question established norms, develop new concepts and shape sustainable and extraordinary visions for the future.

RESPONSIBILITIES

You will support our office management. The role is predominantly office based, with a minimum of 1 day per week or 2 half days. The office manager position is a key part of our team, and you will regularly be the first point of contact for visitors, suppliers and colleagues. Responsibilities include the organisation of administrative activities that facilitate the smooth running of the office. You will ensure that office equipment is maintained, relevant records are up to date, all legislative requirements and regulations are followed, and all administrative processes work effectively and efficiently.

Duties and responsibilities within the role can include, but are not limited to:

- Maintain office services by organizing office operations and procedures, controlling correspondence and appointments, implementing filing systems, reviewing and approving supply requisitions; assigning and monitoring administrative/support functions.
- General office duties: telephone reception, reception + acceptance and hospitality of guests/ costumers
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement while managing supplier relationships.
- Preparing documents for the tax consultancy, pre-accounting, payroll preparation
- Take over tasks to assist the Managing Director such as travel organize and booking, travel expense report, logbook for company car

YOUR PROFILE

We are looking for applicants with the following skills – but also career changers and young professionals:

- Proven interpersonal and communication skills (both written and verbal)
- Organized and structured in their working practices with excellent time management
- Attention to detail, understanding H&S, Fire and other legal requirements associated with office management
- Ability to deal with sensitive information with discretion and confidentiality
- Good IT skills including Microsoft Office Outlook, Word and Excel
- Applicants could have previous office management experience / receptionist duties

WHAT WE OFFER

- Exciting and diverse projects in a globally operating and growing design studio
- A broad spectrum of industries: mobility, industry, health and home
- Open communication, flat hierarchies and a passionate, interdisciplinary team
- Possibility for hybrid-working
- Active role in shaping the team and future of the agency
- An inspiring workplace in the heart of Munich near the English Garden & Isar
- Great team-spirit, events and spontaneous after-work gatherings

APPLY NOW

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