



PHILIPPS & BYRNE

We are one of the leading Tech Due Diligence advisory firms for top VCs and startups and have performed more than 350 DDs in 25 countries. For our headquarter in Berlin we are looking for an

Office Manager (f/m/d) - working student or part-time

You

- are smart and focused and you have an attention to details
- can manage yourself and are a master of prioritisation
- are a person of highest integrity, discreet and trustworthy
- are really good at communication and organising things
- know how to strike the right note in conversations with clients and partners
- are fluent in German and English, both spoken and written
- are a natural when it comes to Google GSuite (Docs, Sheets, Slides, etc) and other web-based tools
- are a great hands-on team worker, resilient and with a good sense of humor
- any experience in accounting is a big plus!

Your role is to

- create an atmosphere that makes colleagues and clients always feel welcome and productive in our office
- support our management and team in all organisational matters
- plan and execute smaller projects around the company
- organise events for colleagues, partners and clients
- manage all travel arrangements
- be responsible for correspondence and appointments with clients and partners
- make sure important information is being documented and structured in a useful way
- big plus: improve company processes with useful software solutions rather than repetitive manual work

We are based in Berlin-Moabit. We are a remote-first company (office or home office), but your job will require your regular presence at the office. We offer good compensation and benefits and opportunities to grow.

Diversity is highly valued, applications from people of various ethnical and gender backgrounds are appreciated!

If this resonates with you, get in touch and send us your profile. Please contact Chris jobs@philipps-byrne.com