

**You want to work in a modern office in Berlin Mitte?  
You feel comfortable in a diverse and international environment?  
You like to be part of a smart and humorous team?**

**Then this is the job you are looking for!**

## **YOUR RESPONSIBILITIES**

You are the central contact person of our Berlin office and Fund Investments team. In your role you will ensure the running of all Front- and Backoffice processes and have the important job of supporting the team in the day-to-day business.

- Professional interaction with business partners
- Management of the complete office space
- Responsibility for the communication channels (phone, mail and email)
- Coordination of meetings and telephone/video conferences (internal/external)
- Organization, booking and accounting of business trips
- Elaboration of PowerPoint presentations and Excel evaluations
- Planning and execution of (team)events
- Maintenance of the contact database
- Correspondence in English and German language

## **YOUR PROFILE**

- Successfully completed studies or training (e.g. Business administration, Marketing, Communications, Psychology, Office administration)
- Minimum 2 years of professional experience as Receptionist, Office Manager, Assistance or similar areas of activity
- Competent appearance and very good communication skills
- Confident handling of unforeseen situations
- Organizational and coordination skills
- Independent and reliable way of working
- Distinct service orientation and proactive personality
- Very good MS Office skills (Outlook, Word, Excel, PowerPoint)
- Business fluent in German and English (written and spoken)

## **YOUR APPLICATION**

We are looking forward to receiving your application documents (CV + certificates) by e-mail to [recruitment@nordholding.de](mailto:recruitment@nordholding.de).