

Team Assistant

Hello You is a broad-minded and fast growing online marketing company with a portfolio of highly-frequented portals and content sites. Our success is measured by high visitor numbers, long dwelling times and outstanding interactions in each part of our websites. Our special focus is in market research, product tests and trend research.

Challenging tasks await you:

- » you support our teams with documentation and phone as well as Internet researches
- » you manage the coordination of team tasks and appointments independently and handle internal tasks of our office management
- » you prepare meetings and organise appointments
- » you support our teams with preparation of presentations
- » you greet customers, clients and guests and, besides the customer service, you are the first contact person for German and English speaking contacts
- » you assist our accounting in travel management with travel planning and booking
- » you help us with the data maintenance

What you need:

- » completed apprenticeship in a commercial department or a comparable qualification
- » professional experience in assistance, office and accounting
- » organisational talent, personal initiative, high extent of precision, liability and reliability
- » very good manners and a confident appearance
- » good knowing of MS Office and the Internet
- » excellent spelling and outstanding English skills
- » a second foreign language is an advantage