



Assistant (m/f/d)

At the next possible date

The German University of Digital Science i.Gr. will be the first fully digital university in Germany.

To strengthen our team in Potsdam, we are looking for a capable, independent assistant with a strong sense of responsibility and experience in office management to start as soon as possible.

TASKS

- o Assistance for the two presidents,
- o Preparation and editing of meeting documents and the digital daily folder of the department head,
- o coordinating appointments and monitoring deadlines,
- o Preparation and follow-up of business trips,
- o location management and guest services.

WHAT WE OFFER

- o Space for your ideas and concepts,
- o Start-up feeling in a committed team with great vision and experience,
- o Workplace in a modern office with a creative environment,
- o Further training opportunities as part of the study programs offered,
- o Interesting encounters in an international environment.

WHAT WE ARE LOOKING FOR

- o Several years of relevant professional experience in the areas of responsibility described,
- o relevant professional experience in the areas of responsibility described,
- o enjoyment of the work,
- o absolute trustworthiness in all matters,
- o organizational skills, very good written and spoken communication skills,
- o Team spirit, ability to work independently, initiative and reliability,
- o Business fluent in German and English
- o Experienced handling of MS Office products.



Have we captured your interest? Then we look forward to receiving your application. Please send your application preferably by e-mail to: jobs@german-uds.de. If you have any further questions, please contact Nele Friedrichsen (nele.friedrichsen@german-uds.de)