

## EXECUTIVE ASSISTENCE (m/w/d)

Full-time or part-time | Start of employment: ASAP

### YOUR ROLE

You will support the management and the team in various administrative areas and actively contribute your own ideas. The following tasks await you:

- Office Management: administration, organisation and handling of correspondence in German and English
- Accounting: financial accounting, preparatory accounting, invoicing and dunning, monitoring of payment transactions and deadlines
- Human resources: Preparation of payrolls, management of personnel files, issuance of employment contracts
- Processing funding projects
- General support for the sales and marketing departments

### YOUR PROFILE

What we expect from you:

- Sound commercial knowledge (e.g. completed training as a tax clerk or in a commercial field)
- Experience as an assistant or in a similar role
- Confident use of standard IT and Office applications (ideally Google Workspace)
- Excellent German and good written and spoken English skills
- Work independently, in a structured and responsible manner Self-confident and friendly appearance as well as professional communication skills
- Team player and collegial behaviour

### YOUR PERSPECTIVES

We offer you an exciting and responsible role in a company that does not put profit before its employees.

What you can expect from us:

- Diverse and challenging tasks with creative freedom
- Flexible working hours with home office option
- Uncoerced working atmosphere at eye level
- Advancement & and further training oport
- Old building office with modern equipment in the heart of Berlin
- Various team events throughout the year, such as BBQs, breakfasts, etc.
- Fresh coffee, snacks & fruit as well as a table tennis table, table football and a punching bag



### ÜBER UNS

With us, you will find your way. We develop innovative software solutions for indoor navigation. We are a service-oriented company with modern and cost-efficient solutions that are easy to implement.

Our user-friendly navigation and orientation aids 'easyGuide', 'easyMaps', 'mapsEngine', and 'carFinder' are designed for various application areas and industries.

The turnkey, platform- and device-independent applications are multimedia.

Mehr Informationen unter:

[www.3d-berlin.com](http://www.3d-berlin.com)