



**PIELERS GmbH**

Grasweg 18-22  
27607 Geestland

E-Mail: [service@pielers.de](mailto:service@pielers.de)

Tel.: +49 (0) 4742 344 36 13

[www.pielers.de](http://www.pielers.de)

## **Office Manager or Team Assistant**

You work as a team-assistant either full-time or part-time. You will be working in the office management and have the following key responsibilities:

You manage the daily business activities, such as:

- receive and answer phone calls; take care of the appointments and business travels, invoices and create presentation documents, etc.
- You care for smooth information exchanges and pleasant atmosphere in the team.
- You take responsibilities for looking after the guests and new team members.

### **Requirements:**

You must have interest in taking care of a young and very dynamic team with extraordinarily creative people. You can work well with MS Office programmes and Google Calendar. You speak fluent German. Basic English fluency is also required. You love to work on details, have talent in organization and think in other people's shoes. You can get along with people naturally and work independently. It is an advantage if you can bring work experience as an assistant or you have a successful university degree.



**Benefits:**

- You work closely with excellent teammates in a highly motivated team.
- Flexible working time and home-office is possible.
- At Pielers, your work has a high and directly visible effect on a more transparent and efficient food supply. We all at Pielers know what we get up for in the morning.
- You will receive directly the best food and a lot of fresh air from our partners.

**Application Process:**

Please send us your application documents as soon as possible to [team@pielers.de](mailto:team@pielers.de). Your document must contain a complete CV. Tell us who you are and why you want to work at Pielers in your cover letter. We will let you know within one week after your submission of the documents, whether you will be invited to an interview or not.