

## OFFICE MANAGEMENT | SUPPORT IN ADMINISTRATION

NÜWIEL is a Hamburg based startup developing electric mobility solutions for last mile logistics. NÜWIEL is founded in 2016 with a vision is to improve air quality in cities and reduce negative impact of traffic emissions on environment and public health by providing an award-winning sustainable mobility: **electric trailer** (eTrailer) for bikes.

*By 2030 eTrailers will be saving 64M tons of the CO2 emissions per year.*

We are a diverse, dynamic and growing team of 22 people. We are looking for an experienced office manager to strengthen our team and bring order in day-to-day office operations 😊

### YOUR MISSION:

- Run daily bookkeeping operations and keep it in order, e.g. request / allocate invoices and expenses, communication with our bookkeeping and tax advisor
- Management of the onboarding and offboarding processes incl. documentation and operations
- Organize and grant access to internal IT accounts, e.g. software tools, access to Wi-Fi, printer etc.
- Coordinate appointments and meetings with the management team
- Office management, e.g. office supplies, communication with external service providers
- Organize and coordinate team events, e.g. customer workshops, trainings, informal get-togethers

### YOU BRING:

- 2+ years of experience in office administration and management
- Strong communication, organizational and planning skills
- Attention to detail and time management
- Problem solving
- Ability to work in a young and international team
- Willingness to work in team and learn
- Fluent in German and English

### WE OFFER:

- High level of responsibility from day 1 and possibility to work independently
- Dynamic startup environment and close work with a management team
- Opportunity to directly contribute to climate change and better environment
- Flexible work hours and possibility of the home-office
- Support in personal and professional growth
- Brand new modern office 10 minutes away from the Central Station and HafenCity

**SOUNDS INTERESTING?** Please send us your Motivation Letter, CV and other relevant documents to [we@nuwiel.de](mailto:we@nuwiel.de)