



Join our team as:

Office Professional

You support us with your all-round talent.

Location	Ismaning
Department	Administration
Working Time Model	Part-time/Working Student
Start Date	Immediately

You are a born multi-tasking and organizational talent who loves to communicate? You keep a clear head even in challenging situations? Join our aerospace team in Munich und become the 'good soul' of our office. We offer a variety of tasks from daily-business office-work up to event-management. Come on board and develop our vision together with us!

Tasks

- Assistance to the board of directors
- Planning and execution of organizational matters
- Planning and execution of logistic matters
- Planning of marketing and team events
- All-round support for the team

Qualification

- Degree: Secondary school graduation
- Method-Knowledge: Planning of small projects and events
- Tool-Knowledge (mandatory): Microsoft Office
- Licenses: Driver's license class B

Benefits



Team with high spirit and pace



Flexible working time model



Company laptop



Staff restaurant

Application Documents

- Letter of motivation
- Curriculum vitae
- Certificates / reports / references

APPLY NOW



applications@avilus.de

