

## Office manager and management assistant (f/m/d)

### YOUR TASKS

- As an employee in the back-office area you will take care of administrative tasks as well as customer service. Your activities will primarily include:
- Management of general office processes: Mail processing, telephone, appointment and visitor management, handling of correspondence, filing, procurement and management of office supplies, less frequently also preparation of internal meetings and preparation of presentation documents.
- Administrative processing of customer and development projects in office processing: creation of new projects, preparation of notices, memos and reports, deadlines, dunning and accounting, preparation of statistics and archiving preparation.
- Organization and planning of business trips and events, as well as preparation and follow-up of appointments, meetings, and events.

### YOUR PROFILE

- Are you open-minded, do you like to take on responsible tasks and appreciate variety in your workplace? Then you already have the basic building block for this position.
- Ideally, you have a commercial background, e.g. training as an office management assistant (f/m/d), and professional experience in office management or office organization.
- A "healthy" perfectionism, as well as structure and organizational strength are important to us.
- You know how to handle responsible tasks and high expectations.
- You are familiar with the use of various MS Office programs. Ideally, you have experience with ERP and CRM programs. You are also open to familiarize yourself with other IT programs, if necessary.
- Good knowledge in written and spoken German is essential.
- If you also have a creative streak, you will meet all our requirements.

## ABOUT QINU

With a dedicated team of scientists and developers, we are advancing quantum technology to support experimenters from industry and research with our unique cryostats (= cooling systems for generating ultra-low temperatures). A large majority of future quantum-technological applications, such as quantum computing, quantum sensing and quantum communication, require environmental conditions which are provided by our systems in an efficient and smart way.

Qinu is a young and fast-growing company that aims to support the quantum revolution. We are a spin-off from employees of the KIT (Karlsruhe Institute of Technology) located in Karlsruhe, Germany. You will be part of a highly qualified and motivated team. Together with you, we would like to shape the future of quantum technologies.

## FURTHER INFORMATION

- The position offered is for full time, however it is also suitable for part time (minimum 25 hours).
- Flexible working hours and home office are possible.
- We will be happy to answer any questions you may have by email: [hr@qinu.de](mailto:hr@qinu.de).
- Due to current contact restrictions, interviews will temporarily be conducted via video conference.
- Please send us your application documents, including the earliest possible start date and your salary expectations, by email to [hr@qinu.de](mailto:hr@qinu.de).