

For our management in Hamburg, we are immediately looking for a dedicated full time **Assistant to the Management.**

Your area of responsibility:

- You support our management in day-to-day business, take over the coordination of projects, as well as the communication with the teams.
- You research, organize and implement internal projects in the areas of corporate structure, process optimization, marketing & sales, as well as controlling.
- You prepare the content of meetings, document them, follow up on them and always maintain an overview.
- You take care of back-office tasks, scheduling, and general office duties.
- You create requests for quotation and cover letters.
- You take over the administration and maintenance of archives.
- You collect data, prepare evaluations, and analyze processes and workflows.

What we expect from you:

- A degree that covers some of the key areas mentioned above (project work, process analyses, marketing & sales, and controlling).
- A strong organizational talent, a high level of understanding and interest in commercial processes and an affinity for data.
- Ability to work under pressure, flexibility, and a desire for challenging tasks.
- A high level of motivation and infectious enthusias.
- The urge to learn and develop further.
- A knowledge of and high affinity for new technical communicative solutions.
- A very good understanding of Keynote, Excel and Google Suite (Workspace) applications is a big plus.
- Project management experience.
- Open appearance and very good communication skills.
- very good written and spoken German and English.
- And a little bit of rock'n'roll....

Contact:

If the whole package appeals to you, then please apply with your complete and meaningful application documents, stating your salary expectations and the earliest possible starting date, by e-mail to careers@themarmalade.com.

We look forward hearing from you!