






FLOYT  BILLIGER-MIETWAGEN.DE  CARIGAMI  CamperDays



Cologne



Part-time employee

Will you become the heart of our team in Cologne? Together with your colleague in Alicante, you form the organizational backbone of our company and ensure that everyday office life runs smoothly. You are the central contact person for many organizational tasks, from office organization to event planning. But that's not all: you will have the opportunity to gain an insight into the HR department and provide support here. Your contribution is crucial and you will play an important role in our dynamic team. We are therefore looking for you on a part-time basis with 25-35 hours per week as

OFFICE MANAGER (M/F/D)

ABOUT THE JOB

- **Office organization:** You will be responsible for day-to-day office organization - from reception and answering the central telephone to efficient mail management.
- **Purchasing management:** You ensure that our office is always well equipped and that our employees can attend their training courses without any problems.
- **Business trips:** You are the process owner for travel management in our booking tool and always keep an eye on process optimization to make everything efficient and cost-effective.
- **Facility management:** You take care of facility management at our Rheinauhafen location - from coordinating tradesmen's work to liaising with the property management company.
- **Scheduling:** You will be responsible for planning and coordinating appointments, both company-

ABOUT YOU

- You have completed a commercial apprenticeship and have several years of professional experience in a comparable position (ideally with initial experience in HR)
- You enjoy your job and have a strong customer and service orientation as well as good organizational skills.
- You work independently, in a structured and conscientious manner - details are your strength.
- You are confident in using the common MS Office programs.
- You are keen to familiarize yourself with new topics and actively help shape change.
- Your German and English skills are very good, so you can communicate easily with our international colleagues.

wide and for the management.

- **Event organization:** You plan and organize events for our team with a lot of heart and attention to detail.
- **HR support:** You will have the opportunity to support the HR department and take on your own tasks. This includes applicant management and support in the creation of documents and other HR-related topics.

ABOUT US

- **We make everyday count:** This position offers you the chance to continuously develop yourself and take on exciting projects.
- **We are brave and stay curious:** Do you enjoy learning new topics and implementing them quickly? With us, you will have the opportunity to be creative and develop your skills.
- **We act as owners:** We give you the space and confidence to work independently and play an active role in shaping the future of our company.
- **We dare to care:**
 - **For our customers:** We develop customized mobility solutions that meet the needs of our customers.
 - **For your private life:** Flexible working hours, Urban Sports Club membership, company pension scheme and mental health coaching are just some of the benefits you can enjoy with us.
 - **For the environment:** Together with you, we want to develop products and enter into partnerships that protect our planet and make transportation more sustainable.

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ARE YOU READY TO TAKE THE NEXT STEPS WITH US?

Then apply now and become part of our team. We look forward to meeting you!

Apply now