

Office Manager (f/m/d)



Fulltime



Düsseldorf, Germany



Entry Level

astragon Entertainment GmbH is a wholly-owned subsidiary of Team17 Group PLC, and a leading German games developer, publisher and distributor of sophisticated 'working' simulation games, focusing on non-violent cooperative gameplay with very detailed, technical, and realistic environments. astragon's internationally well-known IPs include Construction Simulator, Bus Simulator, Police Simulator: Patrol Officers and Firefighting Simulator. The distribution of high-quality licensed and distribution products such as Farming Simulator and SnowRunner complete its attractive product range. astragon games are available world-wide on many different platforms such as consoles, smartphones, tablets, and PC.

A cohesive and strong team - even when working from home: To support our team in Düsseldorf, we are looking for an **Office Manager (f/m/d)** with immediate effect.

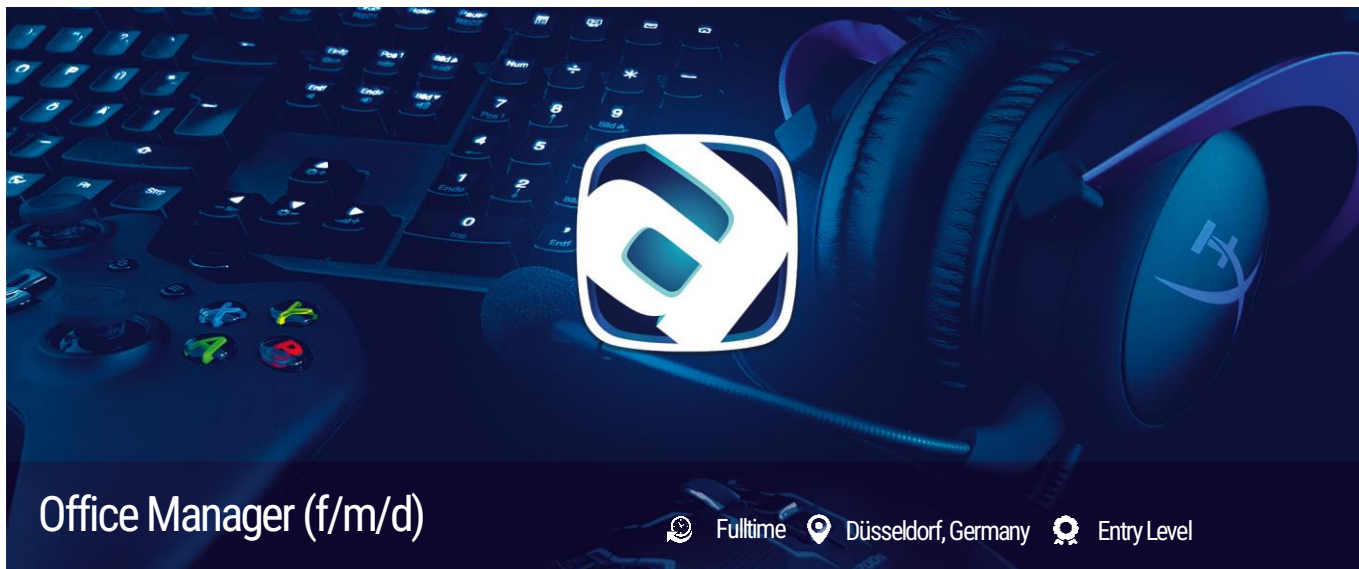
Key Responsibilities:

- Processing and managing general organizational tasks, primarily of a commercial nature.
- Management of incoming and outgoing mail, including franking of daily mail and transfer to post office
- Purchasing and management of office supplies, beverages and other required materials
- Travel management including booking hotel rooms, flights, and train tickets
- Answering incoming phone calls, reception service and receiving visitors
- Communication and coordination of the property management and the janitor service
- Communication and coordination of the responsible cleaning company and other service providers
- Organization of team events and meetings
- Day-1 onboarding and reception of new employees

Qualifications:

Core Competencies

- Successfully completed commercial training or university studies
- First professional experience in a comparable field of activity
- Good command of written and spoken English and German
- Confident handling of MS Office applications
- Organizational talent
- Structured and independent way of working
- Goal-oriented and efficient work as well as a high degree of initiative and reliability
- A high degree of communication skills and a friendly manner



What we can offer:

- Hybrid work environment
- An inspiring work environment in a dedicated, young team as well as dynamic career opportunities
- Great benefits such as bonus entitlements, employer-funded pension plan and flexible working hours
- Downtown location with good access to public transportation as well as the opportunity to park for free
- Free soft drinks, coffee, tea and fresh fruit

Does this sound like you? If your answer is yes, we'd love to hear from you! Get in touch and send your CV and cover letter to job-applications@astragon.de

For more information please see: www.astragon.de