



## Team Assistant Office Management

Fulltime



Düsseldorf, Germany



Entry Level

astragon Entertainment GmbH is a wholly owned subsidiary of Team17 Group PLC and a leading German game developer, publisher and distributor of sophisticated "working" simulation games that focus on non-violent, cooperative gameplay with highly detailed, technical and realistic environments. astragon's internationally renowned IPs include Construction Simulator, Bus Simulator, Police Simulator: Patrol Officers and Firefighting Simulator. Sales of high-quality licensed and distribution products such as Farming Simulator and SnowRunner round off the attractive product range. astragon games are available worldwide 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 a **Team Assistant Office Management** with immediate effect.

### Areas of responsibility:

- Processing and managing general organizational tasks, primarily of a commercial nature.
- General communication with the team, including official team notifications
- 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 Competency:

- Successfully completed commercial training or university studies
- First professional experience in a comparable field of activity
- Good command of written and spoken English
- 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 so, we would love to hear from you! Get in touch by sending your resume and cover letter to **job-applications@astragon.de**

For more information, please visit: **www.astragon.de**