

## Team assistant / office manager (f/m/d)

Type of employment: Part time / full time (20-40hrs)

Location: Munich, Germany

At MetisMotion, we build smarter, stronger and cleaner actuators. Our solutions are based on decades of experience in specialty actuator development for industrial environments. Our key strength are high force-density and ultra-dynamic linear actuators for customer specific applications.

We love movement. And moving the related boundaries.

Our passion starts where established technologies fail to deliver.

Find out more on [metismotion.com](http://metismotion.com)

### You will

- make sure, office operation and administration work smoothly by taking care of
  - o managing day to day operations as well as meeting and event organization
  - o basic data analysis and accounting support
  - o contract preparation and management, as well as
  - o managing processes and templates as basis of our quality management system
  - o supporting employee recruiting and onboarding
- oversee several areas of our supply chain, including
  - o collecting supplier quotations, issuing purchase orders, managing incoming goods and inventories,
  - o the organization of shipments, ensuring export control, customs and tax compliance
- manage special projects
  - o Based on current needs and your interest, we always have special projects to work on. Those can span across the above-mentioned areas but also beyond, such as marketing, finance, operations or others.

### We are looking for you if

- you enjoy getting things done in the above areas with a positive spirit
- organizing yourself, internal stakeholders as well as customers or suppliers comes natural to you
- reliability and discretion are a matter of course for you
- you are comfortable with standard office tools, and fluent in spoken and written English and German
- you bring a business-related education (e.g. Industriekaufmann/-frau; Bachelor in communication or business related subjects) or relevant work experience in office management or assistant roles.

If you feel comfortable in some of the areas but not in others? No worries! We still love to see your application. MetisMotion provides an environment of continuous learning and this role provides ample opportunity for growth.

### At MetisMotion, we offer

- personal responsibility, growth and learning opportunities, based on your personal strengths
- the possibility to contribute directly to the future of automation, robotics and mobility; and develop new solutions - from idea to market launch
- flexible working hours in a modern, highly dynamic work environment
- a high-performance team excited to break new grounds
- flat hierarchies, direct communication and a collaborative environment, based on trust – no micromanaging, no distributed teams, no near-shoring, no offshoring – face to face communication is premium.

And, the chance to be amongst the first 50 employees in a fast-growing high-tech company. At least if you apply fast to join us!

We are looking forward to receiving your application, including the relevant records and two references including contact details via email to [joinus@metismotion.com](mailto:joinus@metismotion.com).