

ESMT

ESMT Berlin was founded by 25 leading global companies and institutions. The international business school offers a full-time MBA, an executive MBA, an executive MBA/MPA, a master's in management, as well as open programs for individuals and customized executive education programs. From the heart of Europe, we create and impart new knowledge to advance business and society. We develop entrepreneurial leaders who think globally and act responsibly.

Working Student Office Administration / Werkstudent Büroadministration (m/f/x, 20h/week)

Faculty Resources Department

City: Berlin; Starting Date: 01/03/20; Duration: at least 1,5 years; Remuneration: 11,20€ per hour

Task

In the faculty resources department, the faculty assistance team is responsible for all administrative and organizational aspects for ESMT faculty. To support our team, we are looking for a working student in office administration (m/f/x, 20 hours / week, 11,20€ / hour).

As working student you will

- support our faculty resources department in general and our faculty assistants in specific in all organizational and administrative aspects, including:
 - o travel research and travel reimbursement preparations of the professors
 - o general administrative support
 - o organization of research seminars, visitors, and other internal events
 - o text formatting and preparation of research and teaching material
 - o database maintenance and Internet research

Qualifications

You are qualified for this position, because you

- are ideally enrolled for at least 1.5 years in a full-time bachelor or master program
- are fluent in English and have a good command of German (English is the business language at ESMT)
- have a solid knowledge of MS Office
- are able to work independently and accurately
- have very good organizational skills, attention to detail, and efficient time management
- are a team player and have a friendly demeanor

What We Offer

ESMT offers a very collegial and international environment with employees from more than 35 different countries. We encourage initiative and contributions with meaningful and lasting impact. We celebrate and support diversity for the benefit of our employees, our programs, and our community. We are proud to be an equal opportunity workplace that guarantees employment opportunity regardless of race, ancestry, gender identity, religion, disability, age, or sexual orientation.

You will have the unique opportunity to profit from our extensive database and our facilities for our own studies.

At ESMT, we highly value teamwork and a stable work environment based on mutual trust. To establish this, we try to keep fluctuation as low as possible. Thus, please note that we give preference to applicants who would be available as student assistants for at least 1.5 years without interruption.

Application

We are looking forward to receiving your application in English, including

- Motivation letter stating your expected date of graduation
- CV
- Current certificate of matriculation

Please combine all the documents into one pdf file and use our online application form to submit your application: <https://jobapplication.hrworks.de/en?companyId=d266e23&id=77d37c>

For more information on ESMT Berlin, feel free to check out our homepage: <https://esmt.berlin/jobs>

Contact:

ESMT Berlin

Wilina Carter

Human Resources Manager

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More information at <https://stellenticket.de/75189/FUB/>

Offer visible until 20/02/20

