

Office Assistant

Job description

EMS Press is a Berlin-based mathematics publisher, owned by the European Mathematical Society. Our program includes 20 journals, 15 new books per year and a backlist of 200 books. We are expanding our role as a community publisher with innovative publishing products and services.

We are looking for a motivated and well-organised office assistant to join our geographically distributed team on a part time contract. Based in Berlin and reporting to the Head of Business Development, you will be primarily tasked with data entry of historic sales records. You will also be required to support the team in administrative tasks, with scope to develop and improve internal systems and processes. This position is an entry-level role and would suit someone keen to develop hands-on experience in a busy academic publishing house.

Role description

- Office administrative tasks, including (but not limited to):
 - Sorting and filing of mail
 - Payroll processing
 - Expenses administration
 - Travel planning and booking
 - Invoice management
 - Coordination of data for processing
- Implementation, documentation and ongoing management of processes for above tasks
- Office management including:
 - Supply management
 - Equipment logging
 - Office maintenance coordination
- Team calendar management
- HR support as required (interview scheduling and candidate communications)
- Coordinate tasks with the team using task/project management software
- Content management system (CMS) data entry
 - Keep website data up-to-date
 - Coordinate posts with Marketing
- Customer relationship management (CRM) data entry, including:
 - Entering historical sales data (invoices, order forms) from other systems and PDF records into Salesforce;
 - Reviewing data to ensure accuracy of data input, ensuring all records are accompanied by corresponding PDF documentation;

- Ensuring confidentiality of information by keeping confidential data private and secure;
- Providing feedback on record fields, where improvements could be made to improve reporting and use;
- Weekly report of entries added/updated to Head of Business Development.

What we offer

- Salary depending on experience (enquire for salary range)
- Flexible working hours
- Small and dynamic international team
- Office at TU Berlin
- Work with modern tools for project management and communication

Requirements

- Berlin-based
- Own computer
- Previous data entry experience
- Fluent English
- 10 - 25 hrs per week, as required

Preferred

- Previous office administration experience
- Experience populating a new database with data from multiple sources
- Experience with Salesforce data entry and Google Drive
- Experience working as part of a globally distributed team

Please send your CV, salary expectations and possible start date to André Gaul (gaul@ems.press). Early applications will be prioritised.

First posted on January 30th, 2020.