

Office Assistant

450 EUR/month | 36 hours/month | Suitable for Students

EMS Press is a Berlin-based mathematics publisher, owned by the European Mathematical Society. Our programme 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 mini-job basis. Based in Berlin, you will support the team in administrative and office-related tasks.

This position is an entry-level role and would suit someone keen on developing hands-on experience in a busy academic publishing house.

Role description

- Office management (supplies, equipment)
- Sorting and filing of post
- Preparation of documents and agreements
- Accounting assistance (invoices, expenses)
- Travel and event planning and booking
- Support with external email communication
- Coordinate and maintain tasks with project management tools
- Content management

What we offer

- Flexible working hours
- Small and dynamic international team
- Office at TU Berlin
- Work with modern tools for project management and communication

Requirements

- Berlin-based, physical presence at office once per week (Covid-safe)
- Own laptop
- English (good) and German (conversational/good reading comprehension)
- 36 hours per month (~9 hours per week), suitable for students

Preferred

- Previous office administration experience

Please send your CV and possible start date to Vanessa Haazipolo (haazipolo@ems.press) before or on 6 April 2022. Early applications will be prioritised.

First posted on 24 March 2022.