

We are seeking **immediate** support for our head office by an **office assistant** (m/f/d) on a part time basis or as a 520-euro mini-job.

What we offer:

- Insights into a **large network** of the sustainable aviation industry
- The opportunity to work **flexibly and remotely**. You do not have to live in Berlin to work for us
- Flat hierarchy and participation in the strategic, content related and organizational work of aireg
- Weekly working hours of up to 19 hours

What we expect of you:

- You are confident in MS Office
- You offer flexibility in terms of working hours
- You have already worked in office management
- You are business fluent in German and English (written and verbal)

Your tasks:

- You assist the head office in the day-to-day business
- You are responsible for administrative tasks (e.g. processing of inquiries, membership administration, updating of address lists, invoicing, electronic storage)
- You assist the office in preparing and following up appointments, events and projects in terms of content and organization
- Organization of exhibitions, events and conferences

Please send your detailed application by e-mail to:

Melanie Form – Managing Director
E-Mail: melanie.form@aireg.de