

JOB PROFILE

Office Manager



OUR COMPANY

Our award-winning startup dive solutions provides web-based CAE solutions for engineering companies. Our in-house software utilizes novel particle-based technologies to simulate fluidic processes in complex mechanical systems. We accelerate development processes and decision making. Our dogma: We create beloved world-class software to help engineers design more sustainable products every day.

OUR CULTURE

We trust in creative people who love what they do. People who want to work on cutting edge technology that empowers engineers to make the world a better place. We believe in diversity, strong teams and healthy and friendly culture of trust, constructive feedback and empowerment. Work is not a job. Work is being passionate about something, meeting great people and building something you believe in.

YOUR MISSION

Help growing our business by establishing and supporting company processes and interacting with team members, customers and partners..

YOUR TASKS

- You organize meetings, corporate events, travel planning and preserve our office culture.
- You ensure a smooth workflow in everyday office life.
- You are responsible for preparatory accounting and assist with the enforcement of principles of proper corporate governance .
- You are responsible for purchasing processes.

YOUR PROFILE

- ✓ You have completed a commercial apprenticeship or a comparable qualification and ideally have multiple years of experience in office management.
- ✓ You are a talented organizer with a very structured and reliable way of working.
- ✓ You have good knowledge of Microsoft Office.
- ✓ You speak English fluently, both written and verbally.

OUR OFFER

- ❖ Inspiring culture of creativity, failure and improvement, fast decision making, best-ideas-win philosophy.
- ❖ Personal and extensive onboarding, professional and personal development opportunities, team and network of internationally operating experts.
- ❖ Product demonstration meetups, company team-ups, joint voluntary service.
- ❖ Central workplace in Berlin, amazing IT equipment & tech talks to spread knowledge.

You want to become part of our team? Start your application! Just send your curriculum vitae to: talent@dive-solutions.de