

Business Administrator and Office Manager (m/w/d)

Cologne | Starting immediately | 20-30 hours/week

Who we are

ZOE, the Institute for Future-Fit Economies, is an independent think & do tank based in Cologne founded in 2017. We are dedicated to policy-oriented research and evidence-driven advocacy for a future-fit economy. At the interface of politics, research, and civil society in the EU, we develop impulses for an economy that enables people to live well within planetary boundaries.

What we offer

We are a small team that highly values an appreciative atmosphere and open communication. As a young organization, we have room for development and bringing in new ideas is encouraged. Our work is meaningful and we place high value on self-organisation and fostering an environment where all employees feel motivated and supported. We offer:

- **A motivating working environment** in a small think & do tank that has made it an esteemed position in the EU policy arena in a short space of time
- **A strategic, agile, value and purpose oriented** working style
- Free choice of working time and place, supporting a **healthy work-life-balance**
- A dynamic organization, that is in the **exciting phase of scaling up its activities**

The advertised position will sustain our day-to-day operations primarily by providing support in the area of **Business Administration**. In addition, you will hold several **Office Management** responsibilities:

- Management of incoming and outgoing mail incl. invoices
- Support with the digitalization of receipts and posting them in Lexware (Accounting software)
- Support and administration of human resources and application processes
- Support in the organization of internal and external events
- Planning of meetings and business trips
- Supporting project teams with administrative tasks, such as budgets and coordination
- Supplying the office with office supplies and consumables (coffee, paper, etc.)

Whom we are looking for

We are looking for people that share our core principles: value orientation, sustainability, agility, self-organisation and flat hierarchies. Your profile should include the following skills and knowledge:

- **Thoroughness, detail orientation and diligence** in completing your tasks
- Ability to work in a **cooperative team** and coordinate with various colleagues
- Very good **self-organisation**
- Trustworthiness and sensitivity in sharing confidential information
- Confident handling of **MS Office** and **MS Teams**
- Very good command of written and spoken **German** and **English** (both at the C1 level)

Furthermore, some of the following competencies would be advantageous:

- **2-3 years of practical experience** or equivalent training in office management, administrative support, or as a personal assistant
- Knowledge of workflows in (non-profit) organizations/start ups
- Experience in the administration of personnel matters (e.g., answering incoming applications)
- Experience in supporting the accounting department

Conditions

You will be employed for **20-30 hours/week**, where working hours can be arranged flexibly. However, please note that the completion of the tasks requires your **regular presence in our office in Cologne** (at least two days per week). The start of work is **as soon as possible**, but no later than February 21. The gross salary for a 30-hour contract amounts to **1800-2000 €/month**. Initially, the contract will be limited to one year – but as the position is intended to contribute to the long-term development of the organization, we are looking forward to a permanent cooperation.

Diversity

We acknowledge that our society's behaviour disproportionately marginalizes and disadvantages certain social groups such as people of colour, people from working class backgrounds, people with disabilities, women, and LGBTIQ people. We are committed to challenge this through our work for socially just development and by creating a diverse workplace at our organisation. Hence, we strongly encourage applications from people who are members of marginalized communities.

Application process

The application is possible from now until **January 30**. Please send your CV (maximum one page) and a motivation letter (maximum one page) as a PDF document to applications@zoe-institut.de. Please state **"Office Management" in the subject line** and **do not include a photo**. In addition, we ask you to confirm in the email that you are able to work in our office in Cologne under the above-mentioned conditions. If we consider your application to be suitable, we will get back to you as soon as possible with suggestions for an online interview. If you have any questions, please contact Sonia Kuhls: sonia.kuhls@zoe-institut.de.