

## Trainee Office Management & IT support (m/w/d)

Cologne | Starting immediately | 40 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.

We are a small team that values an appreciative atmosphere and good communication. Further we offer:

- **A motivating working environment** in a small think & do tank that has made it to the top of EU politics in a short space of time
- **A strategic, agile, value and purpose-oriented** working style
- **Flexibility** 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**

### Key Responsibilities:

The advertised position will sustain our day-to-day operations primarily by providing support in the areas of **Office Management and IT Administration**. As part of a **motivated and impact-driven team** you will carry out a variety of tasks, including:

#### **Management of Incoming and Outgoing Correspondence:**

- Efficiently handle and distribute incoming and outgoing mail, including invoices and important documents.
- Maintain organized records of all incoming and outgoing correspondence for easy reference.

#### **Finance and Accounting Support:**

- Assist the finance and accounting team with administrative tasks, such as digitizing receipts and ensuring up-to-date records.
- Collaborate with the team to maintain financial data accuracy and compliance.

#### **IT and Systems Administration Assistance:**

- Provide support in IT and systems administration, which includes managing user accounts (on- and offboarding) in M365, software administration for MS office and others, and handling subscriptions.
- Onboarding new team members
- Support the IT helpdesk in collaboration with the team and an external partner.
- Support purchasing of new equipment, manage repairs, maintain and update list of assets and hardware inventory.

#### **Office Management:**

- Oversee general office management tasks in Cologne, ensuring compliance with house rules and company policies.
- Provide ad-hoc remote office management support as needed to maintain a smooth and efficient office environment, including sourcing and supplying the offices with essential supplies (e.g., coffee, equipment, etc).

### Whom we are looking for

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

- **Thoroughness**, attention to **detail** and **diligence** in completing your tasks
- Very good **self-organisation skills**
- **A team player personality** and ability to work in a multicultural and international team
- **Trustworthiness and sensitivity** in processing/handling 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:

- **1-2 years of practical experience** or equivalent training in office management, administrative support, systems administration or as a personal assistant
- Knowledge of workflows in (non-profit) organizations/young organizations or start-ups
- Experience in supporting accounting processes

## Conditions

We are looking for someone with full-time availability (**40 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 starting date is **as soon as possible**, but no later than January 2024. The gross salary for a 40-hour contract amounts to **€2000.00/month**. Initially, the contract will be limited to 6 months with the possibility of extension to one year– however 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

Please send your CV (maximum one page) and a motivation letter (maximum one page) as a PDF document to [applications@zoe-institut.de](mailto:applications@zoe-institut.de). Please state "**Administration Trainee**" 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 Anja Boenke: [anja.boenke@zoe-institut.de](mailto:anja.boenke@zoe-institut.de)