

Stellenangebot vom 30.03.2020

## TRAINEE OFFICE & PURCHASE ASSISTANT (m/f/d) - 3487690

Fachrichtung:	sonstige
Art der Beschäftigung:	Vollzeit
Eintrittsdatum:	ab sofort
PLZ / Ort:	20354 Hamburg
Land:	Deutschland

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### Firmendaten

Firma:	<b>Bigpoint GmbH</b>
Straße & Hausnummer:	Sachsenstraße 20
PLZ / Ort:	20097 Hamburg



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### Ansprechpartner

Name:	Avantika Thakur
Position:	Junior Recruiter
Straße & Hausnummer:	Sachsenstraße 20
PLZ / Ort:	20097 Hamburg

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### Job-Beschreibung

*Bigpoint is a successful gaming company that develops high-quality browser and mobile-based games. It is your opportunity to work in a dynamic, passion-driven and multicultural environment to further develop your competencies during a full-time internship of 5 months minimum.*

*As our Trainee Office & Purchase Assistant, you would join our Global Supply and Facility Management Team to handle daily and long-term activities in the office including office supply, purchasing and vendor management*

*Are you interested?  
Then see further details below:*

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## **RESPONSIBILITIES**

- Supporting colleagues in processing orders, offers, orders
- Support with data maintenance
- Independent telephone support from national and international suppliers;
- Assistance with accounting tasks
- General office organization and material procurement

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## **REQUIREMENTS**

- Training as an office clerk or equivalent qualification
- Care, teamwork and flexibility
- Commitment and enjoyment of the job
- Responsible and committed work
- Safe handling of the PC, as well as MS Office in special Excel and Outlook
- Interest for gaming is a plus
- Very good spoken and written German ☐ and ☐ English skills is important

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