

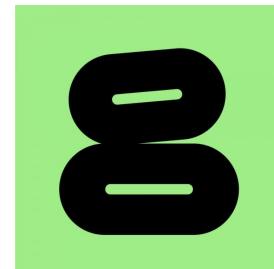
Stellenangebot vom 28.01.2026

Admin & Operations Assistant (PART-TIME)

Fachrichtung: Legal / Human Resources
Art der Beschäftigung: Vollzeit
Eintrittsdatum: ab sofort
PLZ / Ort:
Land: Deutschland

Firmendaten

Firma: **8Bit- Games Industry Recruitment**
Straße & Hausnummer: Lelewela 6F
PLZ / Ort: 80-442 Gdansk



Ansprechpartner

Name: Monika Michalak
Position: CEO
Straße & Hausnummer: Lelewela 6F
PLZ / Ort: 80-442 Gdansk
E-Mail: contact@8bitplay.com

Job-Beschreibung

The role is open to Germany-based candidates and requires fluent German.

FULLY REMOTE

ABOUT THE COMPANY

A small indie studio focused on creating thoughtful, deeply satisfying factory and automation games that players truly love. The team started with web games, found success on PC, and

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has since grown into a distributed team delivering highly rated simulation experiences.

□

The studio values:

- Direct communication and ownership over unnecessary bureaucracy
- Player-first design shaped by close collaboration with the community
- Long-term partnerships with people who want to grow alongside their projects

Team size: ~12 people, slowly growing

Work mode: Fully remote

Engine: Unity

Platform: PC □

□

RESPONSIBILITIES

- Support HR-related processes, including contracts, onboarding, and offboarding
- Maintain internal documentation, records, and administrative tools
- Monitor and manage the general company inbox
- Support monthly accounting processes and coordinate with the external accountant
- Handle equipment orders, deliveries, and other office-related logistics
- Organise team events, small celebrations, and company gifts

REQUIREMENTS

- 1+ year of experience supporting operations in a small, digital, or remote company (admin, HR, finance, or similar)
- Fluent German and English
- Comfortable working with Excel or Google Sheets
- Highly organised and structured way of working, with strong attention to detail

NICE TO HAVE

- Basic understanding of HR and accounting processes
- Experience using HR tools or administrative systems
- Interest in video games and/or the tech industry
- Familiarity with German labour regulations

WHAT THEY OFFER

- Part-time position (20 hours per week), fully remote
- Healthy work-life balance culture, and paid overtime if it happens
- Monthly personal growth allowance for courses, books, or other learning materials
- Focus days dedicated to researching or learning new skills
- Team gatherings are organised once a year to meet and collaborate in person
- Budget to set up or upgrade your home workspace, including the hardware of your choice
- Yearly salary review to ensure your pay keeps pace with market standards, and an

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