

Stellenangebot vom 05.06.2026

Junior Office Service Manager

Fachrichtung: sonstige
Art der Beschäftigung: Vollzeit
Eintrittsdatum: ab sofort
PLZ / Ort: 22761 Hamburg
Land: Deutschland

Firmendaten

Firma: **InnoGames GmbH**
Straße & Hausnummer: Friesenstraße 13
PLZ / Ort: 20097 Hamburg



Job-Beschreibung

Join us as a Junior Office Service Manager and be the organizational heartbeat of our Office Services team! You ensure our daily operations run smoothly and provide crucial support to your colleagues, allowing everyone to focus on creating great games. You are an all-round talent who can get excited about a wide variety of topics from facility operations and employee experience to events and digital tools. If you love being present in the office, enjoy making things happen hands-on, and want to grow in a dynamic international environment, this role is for you.

Your mission

- **Operational Backbone:** You support the Office Services team in daily operational tasks and act as a reliable contact person for internal administrative inquiries.
- **Front Desk Coverage:** You occasionally step in as a reception representative, welcoming guests, manage incoming packages and ensuring a smooth first impression of InnoGames for visitors and new starters alike.
- **Facility & Office Operations:** You own the day-to-day running of our office: meeting and conference room management, locker administration, access control (net2), visitor management (Envoy), inhouse signage, and beverage supply. You keep things tidy, stocked, and working.
- **Administrative Support:** You assist with invoice management, contract filing, and general correspondence, ensuring our documentation is always up to date.
- **Event & Project Assistance:** You assist in organizing team events and support special projects within the Office Services department - bringing a creative eye and hands-on attitude to make things happen. You enjoy this kind of work and have fun with it.

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- **Vendor Coordination:** You communicate with and coordinate external service providers and suppliers to ensure smooth facility services and timely deliveries.
- **Procurement & Invoice Handling:** You handle the ordering of office supplies, hardware, and team equipment - and are responsible for the first approval step in our invoice management process (INVAT).
- **People support:** You support our People & Culture team with administrative tasks including HVV public transport subsidies, A1 certificates, employee recognition, and monthly reportings.
- **Office IT Support:** Our Office IT team is embedded within our department, so you will occasionally help out with very basic technical tasks - think: knowing the difference between a USB-C and an HDMI cable, helping a colleague find the right adapter, or supporting a smooth hardware handover during onboarding. No deep IT knowledge required, just a curiosity for tech and a willingness to pitch in.

Your skill set

- **First Experience:** You have completed commercial training (e.g., Office Management, Hotel Management, Event Management or similar) and bring up to 1 year of professional experience — or a relevant internship — in an administrative or assistant role.
- **Eagerness to Learn:** You may not yet have deep experience in travel management, but you're curious, quick to pick up new tools and processes, and motivated to grow into the role.
- **All-Round Talent:** You are curious and versatile — comfortable switching between organising an event, processing invoices, managing access systems, and supporting IT in a single day.
- **Organizational Talent:** You love structure and have a knack for prioritizing tasks; you stay on top of things even when handling multiple requests at once.
- **Communication:** You possess good communication skills in **German and English** and feel comfortable interacting with colleagues and vendors.
- **Service Mindset:** You approach tasks with a proactive, solution-oriented attitude and enjoy supporting others to succeed.
- **Digital Proficiency:** You are comfortable with MS Office and generally tech-savvy; experience with tools like Jira or procurement systems is a plus, but not required.
- **Forward Thinking:** You are creative, ask questions, and are eager to find better ways of doing things — even as a newcomer.

Your power-ups

- **Learning opportunities.** Level up with excellent training and development opportunities, such as e-learning, hard- and soft-skill trainings from our InnoVersity or industry conferences.
- **Outstanding benefits.** Get 28 vacation days, a sabbatical, mobile device, contribution to your public transport ticket, and more.
- **Compensation & Fair Play.** As a company, we value fairness and transparency, which is why we aim to have public salary grids for as many positions as possible. The prerequisite for a defined salary grid is that at least six employees share the same career model. As this specific role is a rather unique function, we regularly review its

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salary range based on market data as well as your level of seniority. Your seniority level (junior, regular, senior) will be evaluated during the interview process.

- **Food & drinks.** We offer free drinks and fresh fruit to contribute to your health and well-being; enjoy the meals prepared by our in-house canteen or cook on your own in one of our employee kitchens.
- **Dynamic people.** Work in an agile multicultural team – enabling you and your team to form and actively optimize work processes.
- **Creative processes.** Feel comfortable in an atmosphere that empowers creative thinking and strong results.
- **Team of specialists.** Shape the success story of InnoGames and be a part of our international team of professionals in a stable growing company and award-winning employer.
- **Company events.** Participate in regular company events, e.g., the [InnoConf](#), wine tasting, cooking, paintball, barbecue together on our rooftop terrace.

InnoGames is one of the leading German developers and publishers of mobile and browser games and a certified Great Place to Work®. The Hamburg-based company was founded in 2007 and is now part of Modern Times Group (MTG). Together with about 350 employees from 40 nations, the company founders develop unique games that provide many years of fun for millions of players around the world. InnoGames is best known for Forge of Empires, Elvenar and Tribal Wars, but the company is continually expanding its now 10-game portfolio across platforms and genres. Most recently, InnoGames launched Heroes of History, a novel mix of city builder and hero collection RPG and Cozy Coast, a feel-good beach adventure with elaborate merge-2-gameplay and a captivating story. Excited to start your journey with InnoGames and join our team as a Junior Office Service Manager? We look forward to receiving your application as well as your salary expectations and earliest possible start date through our online application form. Sandra Wandschneider would be happy to answer any questions you may have.

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