

Joboffer dated from 08/23/2018

Working Student Team Assistant (f/m)

Field:	Legal / Human Resources
Type of employment:	Full-time
Entry date:	immediately
Zip Code / Place:	10963 Berlin
Country:	Germany

Company data

Company:	Kolibri Games GmbH
Street adress:	Hallesches Ufer 60
Zip Code / Place:	10963 Berlin



Contact Person

Name:	Emilie Farnir
Position:	HR Manager
Street adress:	Hallesches Ufer 60
Zip Code / Place:	10963 Berlin
E-mail:	jobs@kolibrigames.com

Job description

Fluffy Fairy Games is a new and vibrant tech/games company based in Berlin. We want you to be part of our grand vision of becoming the most player-centric games developer – and to help us build a world-class tech company on the way.

At Fluffy Fairy Games you will be joining a young and diverse team with a wide variety of experience, skills, and cultural backgrounds. Choose our company because everybody can bring in ideas that directly affect millions of players worldwide. We believe in people, in strong teams of self-motivated people, in fast decision-making and empowering you to take charge through a supportive, learning-friendly atmosphere.

We work in a flat hierarchy with the opportunity for everybody to weigh in, no matter how many years of experience you bring. Every employee takes over his or her own projects from

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the first day, which ensures quick learnings, ownership and skill development.

Our main title is Idle Miner Tycoon, one of the three most successful idle games worldwide with more than 30 million downloads and seven figure revenue per month. In April 2018 we launched our second game, Idle Factory Tycoon, which achieved over 4m downloads in its first month and is about to replicate the success of our first game.

We offer a Working Student position in a young and brilliant team in an organization truly dedicated to getting things done as fast and elegantly as possible. A competitive salary, a modern workspace with state of the art tech, fresh fruit to keep you healthy and fresh coffee to keep you alert.

Responsibilities

- Support the team/department's effectiveness by ensuring there is a highly effective level of administrative support to the team
- Be accountable for a broad range of activities from basic administrative tasks, to problem solving and query handling, through to actively contributing to projects within the team
- Responsible for managing diaries, organizing internal/external meetings, organizing events, booking travel, hotels and couriers
- Collate and produce high standard documents for a variety of forums including team and management meetings, other meetings, reports and publications
- Responsible for purchasing office supplies
- Proactively identify where additional support can be given to the leaders/managers in the team

Skills

- Good command of the Microsoft Office Package and Google Apps
- Experience using office equipment, including printers and fax machines
- Strong communication skills (via phone, email and in-person)
- Experience exercising discretion and confidentiality with sensitive company information
- Excellent organizational skills with an ability to think proactively and prioritize work
- Reliability and trustworthiness are a must
- Fluency in German and English

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Due to this being an international studio, English is the spoken language. So please do remember to apply for this role in English. Thank you.

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