

Joboffer dated from 03/30/2020

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

Field:	others
Type of employment:	Full-time
Entry date:	immediately
Zip Code / Place:	20354 Hamburg
Country:	Germany

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### Company data

Company:	<b>Bigpoint GmbH</b>
Street adress:	Sachsenstraße 20
Zip Code / Place:	20097 Hamburg



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### Contact Person

Name:	Avantika Thakur
Position:	Junior Recruiter
Street adress:	Sachsenstraße 20
Zip Code / Place:	20097 Hamburg

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### Job description

*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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