

Joboffer dated from 03/07/2024

Office Manager (m/f/d)

Field:	others
Type of employment:	Full-time
Entry date:	immediately
Zip Code / Place:	10999 Berlin
Country:	Germany

Company data

Company:	Com2uS Europe GmbH
Street address:	Torstraße 33-35.
Zip Code / Place:	10119 Berlin



Contact Person

Name:	HR Team
Position:	Human Resources
Street address:	Torstraße 33-35.
Zip Code / Place:	10119 Berlin



Job description

Your mission



We are looking for a motivated and enthusiastic individual to join our team as Office Manager (m/f/d) to support our team of 30+ people in Berlin Kreuzberg. This is a full-time, limited contract (12 months for now, parental leave replacement) in Berlin, Germany, and is available immediately.

- You will be the main responsible person for our Office Management and everything linked to that
- You are the first point of contact for all visitors, delivery services, service providers and

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suppliers etc. in the office

- You'll work at the interface of all departments and will work together with many different people and needs
- You will report into the Head of HR and may support projects also in the field of HR
- You support our teams in their travel bookings and all necessary arrangements
- You will be responsible for the organization of all internal company events and you will be supporting in other diverse projects
- You will continuously improve our Office Management processes and set up new ones where needed
- You are not shy to suggest more efficient ways to run the office and troubleshoot malfunctions

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Your profile

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- You have gained 1-2 years of work experience as Office Manager and/or Assistant or in a similar role like at a reception or front desk
- Communication is key for you and you have excellent language skills in both English and German (verbal and written), other languages (especially French, Russian or Korean) are a big plus
- You have an exceptionally strong ownership and "can-do" attitude, requiring little guidance
- You are able to prioritize when all issues are "urgent", assessing what matters and has the biggest impact on the business
- You are the creative problem solver kind and you never give up before things aren't done also you bring a distinctive service mentality to the table
- You have experience in exercising discretion and confidentiality with sensitive company information
- Interest in Gaming is a plus

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Why us?

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- Flexible working hours
- Yearly training budget for your own professional development
- Corporate transportation ticket and bike leasing to get you through Berlin
- Partial reimbursement of your private phone costs
- Mobile devices as part of working equipment
- The basics of course: free drinks, snacks, coffee and regular team events
- You'll benefit from flat hierarchies and a lot of room to realize your own ideas
- An international working environment and offices around the globe with English being the main language

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ABOUT US

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COM2US Europe GmbH provides marketing, community management and game operations services for a wide selection of mobile games. We service all of Europe, Russia and the Middle East from our office in Berlin, Germany. Our group's headquarters is located in Seoul, South Korea, with further international offices in the USA, Japan, China and Southeast Asia.

As a major mobile gaming publisher, our portfolio is diverse: Summoners War is a top-grossing mobile RPG, consistently ranking in the top-10 grossing charts in France and Germany. We also work with major international licenses and IP: Major League Baseball and NBA are our partners, we have some of the best golf and fishing games in the market.□

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