

Joboffer dated from 01/28/2026

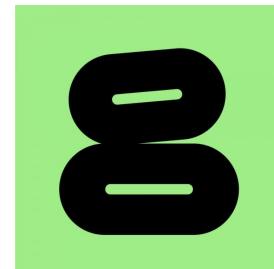
## Admin & Operations Assistant (PART-TIME)

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

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### Company data

Company: **8Bit- Games Industry Recruitment**  
Street adress: Lelewela 6F  
Zip Code / Place: 80-442 Gdansk



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### Contact Person

Name: Monika Michalak  
Position: CEO  
Street adress: Lelewela 6F  
Zip Code / Place: 80-442 Gdansk  
E-mail: contact@8bitplay.com

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### Job description

**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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automatic increase of 2% per year

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