



We're hiring an
Office Administrator

to support our Team in Munich (full or part time, one year contract parental leave cover, extension may be optional)

You at Neos



Office Management:
You are an open-minded personality and have a talent for organization



Event Management:
You love organizing company events for your colleagues



HR Assistance:
You are interested in HR topics and creative in supporting us in areas like Employer Branding



Global Collaboration:
You appreciate working in a multi-cultural environment across three global locations

About Neos

Neos is a Cloud-, Infrastructure- and Service Provider, specialised in building customised Digital Platforms across all industries. We offer a full range of solutions around Big Data, DevOps and Software Defined Data Centers, including Infrastructure and Application Management, Cloud Infrastructure Enablement and application development platforms.

What we offer

The greatest in Neos are our people! Imagine an exciting and stimulating position in a dynamic and multi-cultural environment of IT experts. You will have the opportunity to develop yourself and your career, working in multiple areas in a fun relaxed, professional environment. You will also have the opportunity to be innovative and think 'outside of the box'. We see ourselves as a family who helps each other and develops further together.

Principal Tasks

- Independent office organisation
- Purchase of office supplies and responsibility for all office management expenses
- Purchase and management of employee hardware
- Reception of our clients, business partners and candidates
- Preparation, follow-up and administration of meeting rooms
- Processing of incoming telephone calls, e-mails, mail, packages/deliveries of all kinds
- First point of contact for telecommunication providers and facility management
- Contact for internal colleagues on various matters/address employee's queries regarding office management issues
- Travel management and travel expense accounting
- Administration of company vehicles and mobile phone contracts
- Control and optimization of processes, documents and policies within the framework of office management
- Organization and execution of internal events (e.g. summer party or Christmas market visit)

- General administrative tasks
- Assist in the on-boarding process for new hires
- Support of the HR department (Absence Management, assist with administrative tasks in the area of Recruiting and Employer Branding)
- Support with preparatory accounting

1. Academic Background

Completed training in the commercial area/office management or similar qualification

2. Professional Experience

Ideally first work experience in a similar position

3. Required skill set

- We actually do not care if you are m/f/d as long as you are human :)
- Excellent German and English language skills
- Very good knowledge of MS Office applications
- Detailed and structured way of working
- High communication and organizational skills
- Ability to work in a team and independently
- Ability of being cordial and amenable while remaining assertive
- Service oriented work-ethic and open minded personality
- A high degree of proactivity, self-responsibility and reliability
- Creative and confident in using Social Media Channels for Employer Branding purposes

If you believe you are the right person, please send your application via e-mail to Julia Häge!



Neos IT Services GmbH
Landsberger Str. 155
80687 Munich

Tel.: +49 89 2488 17 000
careers-EMEA@neosit.com

Find detailed job specs here:
neosit.com/en/career.html