



EnglishBusiness is a boutique consultancy of communication experts, translators and trainers based in Hamburg, Germany. For 25 years we have offered our clients the skills and services they need to expand their global reach. Our portfolio of solutions includes translating corporate communications across all leading languages, localising messages to suit international and cross-cultural audiences in various geographies, building powerful cross-cultural teams that leverage their differences as strengths, and teaching people the language and communication skills they need to speak, convince, lead and inspire colleagues and clients across the globe.

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## Specifications

# OFFICE MANAGER (m/f/d)

Our **Hamburg**-based team is looking for a part-time (20-30 hours/week), salaried Office Manager with preparatory accounting & Human Resources for our office at [Factory Hammerbrooklyn](#).

## YOUR MAIN TASKS

- Serving as the **first point of contact** for staff, clients and suppliers.
- Dealing with correspondence and queries.
- **Assisting the organisation's HR and finance functions** by keeping personnel records up to date, arranging interviews and updating financial documents.
- Serving as the **liaison to the external accounting** and payroll professionals.
- **Processing invoices** and managing office budgets and databases.
- Organising company events and seminars, booking transport and accommodation.

## WHAT YOU SHOULD BRING TO THIS JOB

- Completed commercial education with a focus on German **accounting** (e.g. Bürokaufmann/Bürokauffrau, Fremdsprachenkorrespondent/in).
- Proven office management, or administrative experience.
- Excellent **time management** and **organizational skills**.
- Knowledge of accounting, and administrative human resources practices and procedures in Germany.
- Computer skills and knowledge of office software packages.
- Excellent **interpersonal and communication skills**.
- Excellent written and verbal communication skills in **English and German**.

## WHAT YOU CAN EXPECT FROM YOUR JOB

- A company that has been around for 25 years in a buzzing, cosmopolitan city.
- A team that values success, fun, honesty and creativity in the workplace.
- Opportunities for professional development, including participation in seminars and internal workshops.
- An international, bilingual working environment.
- An open, transparent, trusting office culture that values the contribution of every individual.

Please send your application, with a letter of motivation in GERMAN, to [jobs@englishbusiness.de](mailto:jobs@englishbusiness.de).

We're looking forward to hearing from you!

The EnglishBusiness Team! Visit us on [LinkedIn](#) or [Facebook](#)