

Team Assistants (m/f/d) to support a team of consultants wanted from July 01, 2022, until September 09, 2022, part-time

Our profile

Leap in time is a young management consultancy in Darmstadt, Germany, that focuses on the future of the working world. We pursue the goal of making future working environments tangible for companies. We support companies in the implementation of future working environments as well as in strategic market development and HR issues.

Your tasks

We are looking for team assistants (m/f/d) to provide administrative support to teams of consultants working on a client project in the context of the innovation bootcamp. The working hours are 10 to 15 hours/week on three half days a week.

Tasks include:

- Administrative coordination of the team: team agreement and reminders, milestone coordination.
- Document production support: minutes, presentations
- Data management (especially related to documents)
- Simple research

Your profile

If the following characteristics essentially apply to you, then you are exactly right:

- Very good written and spoken English
- Microsoft Office skills
- Ability to work in a team, flexibility, and initiative
- Availability during the project period
- Experience with administrative and coordinating activities is an advantage, but not mandatory

What we offer you

- Cooperation in a strong team
- Future-oriented working environment
- Exciting projects using the latest technologies
- Working in a modern open-space loft environment
- Salary: 15,-€ per hour

Are you interested?

Then please send your application documents:

- Curriculum vitae
- Current transcripts of record and certificates
- Reasons for your interest in business and/or technology

to Maria Bajorski at info@leap-in-time.com. You can find further information at <https://leap-in-time.com/job-offers>.

We look forward to receiving your application!

<p>Award</p>  <p><i>The best teams will be awarded!</i></p> <p>Final presentations in front of a jury</p> 	<p>How can you apply?</p>  <p>Please send us ...</p> <ul style="list-style-type: none"> - Your current CV - A short explanation of your interest in business and technology - Current transcripts of record and certificates <p>Deadline for application: May 20, 2022</p> <p>Maria Bajorski - leap in time GmbH - Donnersberggring 16 64295 Darmstadt Email: info@leap-in-time.com</p> <p>Innovation Boot-Camp</p> 	<p>leap in time</p> <p><i>Interested in innovation, competition and exciting future technologies?</i></p> <p><i>... then you are the right person for our</i></p> <p>Innovation Boot-Camp</p>  <p>Innovation Boot-Camp</p> 
<p>What will you experience?</p> <p>Innovation</p> <p>Future-oriented technologies</p> <p>Team work</p> <p>Working in an agile environment</p> <p>Business Model Development</p> <p>Consulting</p> <p>Project work</p> <p>Project language: Englisch </p> 	<p>Key parameters</p> <p>Who are we looking for?</p> <ul style="list-style-type: none"> Office workers Students Seniors Business-minded people Technology enthusiasts <p>When? 01.07.-09.09.2022</p> <p>How often? 3 half days per week</p> <p>Where? leap in time Lab, Darmstadt</p> <p>Salary? 15,- €/hour</p> <p>Deadline? May 20, 2022 - as long as positions last</p> <p>Innovation Boot-Camp</p> 	<p>8 weeks in a strong team</p>  <p>Project duration: 8 weeks</p> <p>7 teams consisting of 5 members will compete against one another</p> 