

WE'RE HIRING

TEAM ASSISTANT (w/m/d)

full-time or part-time, Garching bei München

ABOUT PLANQC

We are a young and fast-growing start-up based in Garching bei München. We are privileged to work in one of the most exciting fields technology has to offer. planqc is the first German company to build a quantum computer at room temperature. The company was founded by a team of scientists from the Max Planck Institute of Quantum Optics and the Ludwig-Maximilians-Universität München. We are the first start-up of the Munich Quantum Valley, one of the leading centers of quantum technologies in Europe.

YOUR JOB

- Supporting the team in administrative tasks
- Responsibility for all office-management tasks
- Coordinating appointments and meeting for the executive team
- International correspondence (German and English)
- Travel management (planning, organization, and travel expenses)
- Preparing external payroll and accounting
- Welcoming and supporting guests
- Supporting events

YOUR PROFILE

- 3+ years of relevant experience in assistance tasks or office management
- Successfully completed apprenticeship
- Commercial apprenticeship with a focus on accounting, finance, or controlling, and/or job experience in said areas (optional)
- Excellent German and English (spoken and written)
- Talent for organization, time management, and communication

OUR OFFER

- Versatile and challenging tasks in a dynamic and modern company
- Team-oriented environment with a shallow hierarchy and opportunities for personal development
- Flexible working hours with the possibility of regular home office
- Room for independent and creative work
- Attractive and competitive salary, depending on your individual qualification and experience

Interested?

Apply now at jobs@planqc.eu

