



The Competition Experts

Job Vacancy

Team Assistant / Office Manager (m/f) Part-Time

Who we are

EE&MC - European Economic & Marketing Consultants are competition experts with a European focus in all areas of antitrust law, offering highly developed economic analyses, consulting, and expert testimonies. The EE&MC economists are experienced and outstanding in their field. For more than 20 years, EE&MC has been working within large-scale industry, small and medium-sized businesses as well as courts and competition authorities.

Your tasks

- Commercial support of the managing directors
- Office management and organisation (Purchasing of office materials, keeping track of the stock, taking care of catering needs)
- Greeting and accomodating guests
- Keeping in contact with the property management
- Handling incoming and outgoing mail
- Coordinating and preparing the meeting rooms
- Organising and coordinating conferences, appointments, and travel accomodations
- Arranging the company`s library
- Keeping the homepage and customers` contact information up to date
- Supporting team members

Required qualifications

- Successfully completed commercial training
- First work experience as an assistant or office manager is advantageous
- Very good knowledge of the Microsoft-Office programs
- Independent, well organized, and structured working manner
- Sense of responsibility, team player
- Excellent communication skills



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What we offer

- Take responsibility from the beginning
- Numerous development opportunities
- An inspiring work environment that you continue to shape
- A collegial working atmosphere and inspiring teamwork
- Comfortable work-life-balance

Company and contact details

Company	EE&MC GmbH
Contact person	Ms Tina Wiedebusch
Location	Karl-Arnold-Platz 1 40474 Düsseldorf Germany
Phone	+49 211 45449770
E-Mail	recruitment@ee-mc.com

Further Information

Type of employment: part-time (20-30 hours/week)
Duration of employment: permanent
Start of employment: immediately

Please submit your complete application to recruitment@ee-mc.com, specifying the date when you can possibly start and your salary expectations. For any further question please contact Mrs. Wiedebusch, Tel. +49 211 4544977-0.