

### **Administrative Assistant (m/f/d) – Part-time (20-25 hrs/week) in Hamburg**

We are looking for a reliable and well-organized **Administrative Assistant (m/f/d)** to support our team with administrative and organizational tasks. This is a part-time position (20-25 hours per week). Remote work is possible, but we require **at least three days per week in the office.**

#### **Your Responsibilities:**

- ✓ **Administrative Tasks:** Processing incoming and outgoing mail, document management, correspondence, and general office administration.
- ✓ **Office Organization:** Scheduling appointments, booking travel arrangements, and managing office supplies.
- ✓ **Accounting Support:** Verifying invoices, managing receipts, and preparing bank transfers.

#### **Your Profile:**

- ✓ Experience in an administrative role or a similar position.
- ✓ Structured and independent working style.
- ✓ Proficiency in MS Office (Word, Excel, Outlook).
- ✓ Excellent German language skills (spoken and written); English proficiency is a plus.
- ✓ Team player with strong communication skills and a detail-oriented approach.

#### **What We Offer:**

- ◆ **Flexibility:** Option to work remotely (minimum 3 days per week in the office).
- ◆ **Dynamic Work Environment:** A professional and friendly team.
- ◆ **Responsibility & Variety:** A diverse range of tasks with room for initiative.

If you see yourself in this role, we look forward to receiving your application! Please send your application documents, including your availability and salary expectations, via email to <mailto:jab@ocean7projects.com>

