

Office Manager (m/w/x) in a Management Consultancy

Location: Munich

Your tasks

As a committed and reliable organisational talent, you will take over the administration and organisation of our office in a central location in Munich and ensure both the smooth running of office operations and a pleasant working environment that guarantees a high level of organisational efficiency and communication.

You will also support our experienced team in administrative matters and in the planning and organisation of our training and marketing activities.

You will be responsible for planning and organizing internal (team) events and external events with our customers.

Alongside your colleague, you will be the first point of contact for callers and visitors, as well as for our external stakeholders (e.g. landlords, insurance companies, etc.).

You support the improvement of our processes, for a better cooperation of our team in the office and with our clients on projects.

Your benefits

- Active participation in everyday office life and collaboration in a highly motivated team
- A working environment in which you can contribute your ideas
- A flexible working model that allows remote working if the requirements of the office situation permit
- Consideration of personal development goals
- A range of company benefits (corporate benefits, sabbatical programs, mobility policy incl. JobRad, EGYM Wellpass, team & family events, etc.)

Your profile

- We are looking for people with commercial education or comparable qualifications in a similar position or in the administrative area. Ideally, you are familiar with management consulting or other service-intensive sectors such as the hotel industry from your own experience
- In addition to excellent communication skills in German and English, you should be able to work independently and have a high sense of responsibility
- You value a challenging and varied job in a dynamic team as well as the opportunity to contribute your own ideas and develop yourself further

Who we are

Strategy Engineers is an international management consulting company specialised in mobility. We share one common purpose: To unlock our clients' potential to navigate uncertainty towards sustainable mobility. We are convinced that our consulting approach is unique: Our management expertise and entrepreneurial competence, combined with technical understanding, sets us apart from other consultancies. It allows us to see eye-to-eye with our clients and meet their challenges with tailor-made solutions that bring sustainable change.

We strive to be responsible and create a positive social impact, a trait embodied by each and every one of our unique colleagues - all willing to contribute, accept challenges, and give substance to a new reality.

Strategy Engineers has been awarded the title „Best Consultant“ in Germany eleven years in a row. The company was founded in 2011 and today has its headquarters in Munich.



What connects us

- The ambition to shape the future
- The fascination for technology and trends
- The fun of working as a team and making a difference together

Are you ready for the next step?

Then visit us online at <https://www.strategyengineers.com/jobs>

We are looking forward to getting to know you!