

office and pr manager m/w

your tasks:

- office management to support the upper management and the design team
- general administrative tasks such as correspondence, telephone communication, ordering, accounting, and dunning
- preparatory and follow-up support for sales, including correspondence with customers, general research, data and document maintenance of the customer database
- support of digital communication e.g. in the areas of website and social media
- coordination of appointments, customer visits, as well as organization and booking of business trips
- preparatory bookkeeping, cash management and travel expense accounting

what we require from you:

- high degree of independence, engagement, and accuracy
- friendly, neat, and confident appearance
- high level of communication skills with friendly and precise vocabulary
- experience with handling ms-office applications
- german language skills at native level, very good written and spoken english skills
- enthusiasm for german design and minimalism
- preferably experience with social media, crm and cms
- preferably experience in the specified area of responsibility or relevant education

what we offer:

- diverse tasks
- highly digitalised infrastructure with remote work possibilities
- pleasant work environment and flat hierarchies
- modern workplace in the heart of munich near the central station
- part-time / full-time (20-40 h/w)

apply now:

please send us your application stating your salary expectations and your possible starting date to:

career@fpdesign.com

about f/p design:

if you don't know us yet: **www.fpdesign.com**