



Welcome to the Passerro GmbH!

Passerro GmbH was founded in 2016 and quickly advanced to a young, ambitious small company operating from the heart of Leipzig's Stötteritz district. Since the start of the company, we see it as our mission to make a decisive contribution to the optimization of energy networks in Germany, Europe and worldwide, in order to make them more secure and future-proof.

For our company location in the Medienhof Leipzig Stötteritz we are looking for the next possible date for a

Office administrator as assistant to the management (m/f/d) part-time (80h/month)

Your tasks in detail:

- You organise the office and all correspondence (including filing and structuring).
- They design and oversee the company's purchasing and shipping processes.
- They prepare the documents for the accounting department and support the payroll department.
- You will support the management in the development and supervision of the personnel administration.

Our Requirements:

- You have completed a commercial apprenticeship or have a comparable qualification.
- Ideally, you have sound professional experience in a comparable position in a startup.

- You are proficient in the use of MS Office applications (Word, Excel, Outlook)
- You have an independent and structured way of working.
- You can think interdisciplinary, are reliable and a team player.
- You have very good German and good to very good English skills - other foreign languages (Polish etc.) are welcome.

What we offer:

- Collaboration in a growing business environment
- Flexible working hours
- the opportunity to work on your own responsibility and the freedom to develop and implement your own ideas
- versatile and challenging tasks in an innovative environment with short decision-making processes

Your application including certificates, references, etc. is best sent as a PDF in one document to info@passerro.de. We look forward to receiving your informative documents including availability and salary expectations.