

Working Student Office Management (20h/week) - 4 months

at KONUX ([View all jobs](#))

Munich

Recruiter: Victor Immanuel

About Us:

Transform rail operations for a sustainable future! KONUX is a dynamic and fast-growing technology company that is transforming the way industry works. Our AI-powered solutions empower our customers to make smarter, data-driven decisions, and our culture is fueled by grit, ingenuity, and credibility - we believe that these values are essential to unlocking the potential of technology and making a real impact. At KONUX, we are passionate about driving innovation in the fields of IoT and AI, and we are looking for like-minded individuals to join our team.

Job Description:

We seek a **Working Student - Office Management** to join our team of innovators. In this role, you will be at the forefront of developing groundbreaking solutions that solve real-world problems. You will work alongside a team of experts who are committed to pushing the boundaries of what's possible and driving innovation forward. If you're a go-getter who's not afraid to think outside the box, we want to hear from you. You'll be a key driver of our culture, helping to ensure that our values are embedded in everything we do. As a **Working Student in Office Management**, you will work in the front office by providing operational support, and you will be responsible for enabling a welcoming experience for both colleagues and visitors.

Your Impact:

- You will be in charge of administrative tasks such as managing the mailing box, contracts, supplier invoice scanning etc.
- You ensure that the office is an enjoyable place to come to and that it has everything our colleagues need for day-to-day operations.
- You will manage supply ordering and related tasks
- Managing and Handling inventory of office supplies
- Ensure the kitchen is maintained well, with sufficient snacks available for colleagues

To be successful in this role, you'll need to have:

- **German** at least (B1) and English Fluent level
- You are an actively enrolled student in a university program, preferably in Munich or the surrounding area.
- You are expected to work Monday – Friday 8:00 AM – 12:00 PM
- You have experience working with the Microsoft Office apps
- You have excellent communication skills, you have an eye for details, and you enjoy a lot being around people & dogs

Why Join Us:

- 📖 Dedicated Learning & Development budget of 1.600€ p.a.
- 🏡 Modern workspace with a cool rooftop with a mountain view
- 💻 Flexible working conditions, home office equipment, and free choice between a Windows or Apple laptop
- 🍎 Fruits, snacks, and beverages for energy and our very own Oma cooking in the office every Thursday
- 🌴 vacation days
- 👤 Volunteering activities (2 additional days off)
- 🎉 Company and team events
- 🐾 We are a pet-friendly company, so your four-legged friend can join you in the office!

Equal Opportunity

At KONUX, we believe that a diverse team achieves better results faster. So here's the deal: You bring in your very own perspective. We promise to judge your qualifications and performance, not your age, sex, religion, skin color, gender identity, family status, or disability.