

The BMW Foundation Herbert Quandt
is looking for a

Team Assistant for our Munich office

The BMW Foundation Herbert Quandt promotes responsible leadership and inspires leaders worldwide to work towards a peaceful, just, and sustainable future. Through its leadership programs, it inspires leaders across communities, cultures, and countries and connects them through its global Responsible Leaders Network that drives positive change. It uses and promotes impact investing and venture philanthropy as effective tools for social change. Through its activities, the BMW Foundation Herbert Quandt aims to advance the Sustainable Development Goals of the United Nations 2030 Agenda.

We are looking for a positive, dedicated and committed team assistant to join our Munich office at the earliest possible starting date.

Your Responsibilities

As team assistant, you support the entire team in its day-to-day operations. Your tasks include the following:

- › You are the first point of contact for all outside requests and respond to phone inquiries.
- › You are in charge of handling the mail.
- › You are corresponding with all internal service providers as well as the property management.
- › You are responsible for handling the info e-mail inbox in German and English.
- › You welcome and look after guests.
- › You support the team in invitation and event management work.
- › You are co-responsible for the IT-based order processes.
- › You support us in case of hardware and software problems.
- › You are responsible for all internal orders (office supplies, beverages, etc.).
- › You are in charge of address and database management.

Your Profile

- › You have completed your professional training and have basic business administration knowledge.
- › You have several years of relevant job experience and you enjoy administrative work.
- › You ideally have experience in the foundation sector, but we are also open to newcomers from other sectors.
- › You work in a precise, well-structured, and quick manner and relieve the team through your initiative, thoughtfulness and proactive way of working.

- › You work responsibly and independently in a goal- and solution-oriented manner and with high standards of efficiency and excellence.
- › You are a strong communicator and able to write excellent texts and presentation documents in both German and English.
- › You are calm, stress-resistant, and resilient.
- › You have a well-groomed appearance, and you are discreet and loyal.
- › You have excellent MS Office, computer, and internet skills.

What We Offer

- › An 18-month contract with the intention of turning it into a permanent contract at the end of this period
- › A performance-related salary
- › A challenging and diverse job in an agile organization with lots of individual responsibility
- › Insights into the strategic, organizational, and thematic work of a globally active networking foundation
- › A friendly working climate in a highly motivated and dedicated team
- › An office in the heart of Munich

Please send your complete application, including your salary expectations and your earliest possible starting date, to Kathrin Legrand (hr-bfhq@bmw-foundation.org) no later than November 25, 2018.

For more information about the Foundation and its activities, please visit our website at <https://bmw-foundation.org/>