

BMW Foundation Herbert Quandt
Job Offer

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-based team at the earliest possible starting date.

Your Tasks

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

- You are the key point of contact both for outside requests and for our team.
- Through your positive, service-oriented attitude, you make sure that everyone feels comfortable and at ease. Working on equal terms is important to you.
- You welcome and look after guests, respond to all phone inquiries and are in charge of handling the mail.
- You support the team proactively and reliably both when it comes to operational tasks - such as invitation and event management, address and database management – and in case of hardware and software problems.
- You are co-responsible for all internal orders (office supplies, beverages, etc.) and IT-based order processes.
- You are corresponding with all internal service providers as well as the property management.

Your Profile

- You are service-oriented, enjoy dealing with people, have a strong sense of responsibility and are able to work independently in a goal- and solution-oriented manner and with high standards of efficiency and excellence.
- You have strong organizational skills, work in a well-structured and quick manner and relieve the team through your initiative, thoughtfulness, and proactive way of working.
- 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 very good MS Office, computer, and internet skills.
- 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 fields.

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 on Prater Island 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 March 15, 2019.

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