

## Office Manager (f/m/d)

betteries combines deep technology know-how and frontier market experience to deliver mobile and affordable power. We upcycle 2nd life electric vehicle (EV) batteries to accelerate the transition to renewables and are well positioned to deliver scalable CO<sub>2</sub> savings and protect scarce resources. Our international team in Berlin is seeking an **Office Manager (f/m/d)** to support the team in all aspects Office Management, Finance/accounting, Logistics and general Team Support.

### Where your expertise is needed

#### Office Management

- Complete and answer the daily correspondence in German and English language
- Ensure adequate stock of all stationery, kitchen, and other office supplies
- Take full responsibility of our office administration – from communication with the landlords, receiving post and deliveries to archiving and filing physical and digital files

#### Finance/accounting

- Ensure payment of all invoices received and issued
- Complete all preparatory accounting tasks in DATEV
- Own the interface to the accounting and payroll service provider

#### Logistics

- Preparation of quotations, order confirmations and delivery bills
- Preparation of shipping documents for all orders of battery systems and obtain customs clearance where needed
- Work with logistic providers to ship battery systems to customers

#### Team Support

- Support the onboarding of new employees
- Jointly with the HR Manager organize team events

### What we are looking for

- A completed commercial education or a comparable qualification
- 3+ years of experience in the field of secretarial services / assistance / office management
- 1-2 years of experience in supporting & preparing accounting start-up accounting tasks
- Very good MS-Office / Teams skills
- Very good written and verbal English and German language skills, French is a plus
- Excellent communicator and enjoys dealing with customers and suppliers
- Quick apprehension and an independent way of working
- Efficient and well-organized working method and a problem-solving mindset

### Our offer

- Compensation: 36-38,000 € gross
- An impact and purpose-driven company culture with a strong team spirit
- A professional work environment with plenty of room to grow and learn
- Flat hierarchies, short lines of communication
- Flexible working hours
- A green office with lots of plants, a CO<sub>2</sub> neutral office operation

### Sounds interesting?

If you are looking for a new challenge in an innovative start-up with an international team, then this is your next stop! We look forward to your application at [annika.hoenig@betteries.com](mailto:annika.hoenig@betteries.com).