

## Job Opportunity: Working Student – Office Administrator with strong Tech Skills

- Company: WINS Global Consult GmbH
- Location: Hybrid work in Berlin
- Position Type: Part-time (Working Student)
- Start date: 01.02.2025

### About Us

WINS Global Consult is a leading organisation in development cooperation, partnering with international donors and government agencies to deliver impactful projects worldwide. We are committed to fostering innovation, operational efficiency, and a collaborative work environment. We serve our clients and partners worldwide through tailored consultancy services, sound technical expertise and adaptive project management.

We are looking for a tech-savvy Working Student to join our team as an Office Administrator. In this role, you will gain hands-on experience managing internal operations, supporting HR and company leadership, and contributing to the development of knowledge management tools and processes.

### Your role

As a **Working Student Office Administrator**, you will combine your organizational skills and technical expertise to support the HR Manager, COO, and overall company operations. This role is ideal for a motivated student eager to apply their skills in a professional and mission-driven environment.

### What You'll Do

#### Technical support

- Set up and manage company email accounts, troubleshoot issues, and ensure smooth email operations.
- Oversee and maintain subscriptions for company tools (e.g., project management, communication platforms).
- Provide basic IT support and liaise with external tech providers for advanced issues.

#### Knowledge Management and Processes

- Assist in setting up and maintaining knowledge management tools (e.g., Notion, SharePoint, ect).
- Document and improve company processes to enhance efficiency and standardization.

#### Administrative Support

- Manage general company emails, ensuring timely responses and appropriate task delegation.
- Support the HR Manager with tasks like scheduling interviews, maintaining employee records, and organizing materials.
- Assist the COO with operational tasks.

#### General Office Management

- Act as the central point of contact for administrative and technical support requests.
- Help coordinate office-related activities to ensure smooth day-to-day operations.

### What We're Looking For

We're seeking a motivated and organized student currently enrolled in one of the following fields (or related areas):

- Business Administration
- Human Resource Management
- Operations Management
- Knowledge Management

### The ideal candidate should also have

- Strong proficiency in Microsoft Office Suite, and other office tools.
- Experience or familiarity with knowledge management systems (e.g., Notion, SharePoint, Confluence).
- A proactive approach to problem-solving and process optimisation.
- Excellent organisational and time-management skills.

- Strong communication skills in English (German is a plus).
- Prior experience in office administration or IT support tasks

### What We Offer

- Flexible work hours to accommodate your studies.
- Hands-on experience in office administration and tech support within a professional environment
- Opportunities to develop your organizational, technical, and operational skills
- Mentorship from seasoned professionals in the field.
- A collaborative and mission-driven work environment.

### Ready to Apply?

Send your CV and a brief cover letter explaining your interest in the role to [bewerbung@wins-consult.de](mailto:bewerbung@wins-consult.de). Applications will be reviewed on a rolling basis, so don't wait - apply today!

Join us in streamlining operations and building efficient systems to support impactful development projects worldwide!