



We are growing and looking for an:

## Office Assistant

If you think you are:

- highly organized
- fluent in German and English
- drawn to the idea of becoming the “backbone” of our office

We will offer you:

- Highly competitive salary and benefits
- A nice & stress-free atmosphere at the office
- Teambuildings, fruit, coffee and sweets
- A young and fast-growing team

Your Job will be:

- Ensuring the smooth day to day operations of the office, so that it stays tidy and presentable, lending a helping hand where needed
- Representing our “first point of contact” with partners, customers and candidates
- Organizing and booking arrangements for all business travels
- Providing administrative support to the HR & Marketing departments
- Organizing the all financial and accounting documents of our office
- Managing the office inventory and office budgets
- Implementing and maintaining procedures/office administrative systems
- Ensuring that health and safety policies are up to date
- Teaching basic German language lessons to the employees in the Cluj Office when needed



Inspiricon is a German-based Software and we are currently looking to expand our team. We know that our employees are the backbone of our success. That is why we focus on a value-based and client-orientated corporate culture that is built on confidence.

We are a young and innovative team, always on the cutting edge of technology. We aim to let the future happen today –if that is what drives you, too, you are in the right place with us. We do not only work by high professional standards and a lot of expertise but also with high commitment and much zeal.

We offer you a highly competitive salary and attractive benefits. A creative and stress-free work atmosphere at the office. Fun teambuilding events as well as fruit, coffee and sweets to cater any cravings and a young and fast-growing team that can't wait to have you on board!

**Interested? We are looking forward to meeting you!**

**Please send us your application via E-Mail to:  
[cluj@inspiricon.de](mailto:cluj@inspiricon.de)**