

Office Manager (m/f/x)

in Cologne, Germany

Top-Features: IMPACT, FREEDOM, DIVERSITY



We are:

... a prospering tech company developing cutting edge algorithms and user interfaces for **full text analyses**. Our Cloud Software PlagScan (SaaS) is on a mission to set **THE universal standard for plagiarism checking**, in order to enable a **fair valuation of scientific and educational writing**. As an easygoing and downright ambitious team of around twenty people our product already helps more than 250.000 users every month! We operate in 4 languages and have over 2000 organizations as customers on all continents.

You are:

... at a point in your career, where you are looking for a **challenging and diverse** job. You appreciate freedom at work and embrace the responsibility which comes with a self-dependent job. The mixture of working with a team, primarily soaked with the tech-gene, is great for you, because you bring business acumen along with a **love for IT** (a heart for nerds). You understand the importance of CSM, the impact on the whole sales cycle and the added value of your position as part of the Sales Management Team. Your goal is to understand the customers and support their journey as being part of the satisfied PlagScan community.

Eventually, you are looking for purpose and find it in working on a solution, that creates a positive impact on science and education!

Your job in numbers:


- 50% - 'Classic' Office Administration, including preparatory accounting
- 25% - support (first level, pre-sales, after-sales) / Ticketing system
- 15% - internal projects & communication
- 10% - Data Protection Officer

Job Description - as a member of our company administration you will:

- Maintain, improve and develop company processes to ensure smooth operations.
- Preparatory accounting (archiving receipts/invoices, travel expenses for DATEV)
- Procurement of office supplies and licenses, including getting and evaluating offers.
- Administer licenses (leases, insurances, phones, etc.) & manage office maintenance
- Improve your cooking skills, play with us (archery, foosball, etc.) and embrace diversity.
- Seniority Level: We require brains and motivation, work experience/age is not paramount.
- For your 'part-time' support role, you will use multiple communication channels: phone, ticketing system (ZenDesk), CRM (SalesForce), Livechat, and emails for client interaction.

Job requirements:

You do NOT need to fulfill them all, but the more of those basic requirements you hit, the better:

- Analytical thinking, project management skills and self-initiative in information retrieval.
- Excellent English and German, as it is our company language (other languages are a nice plus, given we are an international team in Cologne and operate globally!). 
- Good understanding of / great interest in IT in general.
- Credibility – a good general education and communication skills, allowing you to come across as knowledgeable and professional to the team of PlagScan and suppliers.
- Service mentality: You see yourself as catalyst to allow the team to function optimally.
- Willingness to dig deep into bureaucratic tasks, in particular GDPR.

Benefits:

- Competitive salary
- Full-time, flexible hours, home-office
- (PYOD) Pick your device and equipment - or bring it
- Benefit package included (train ticket, free drinks/food, team&sport events, trainings, etc.)
- An insta-worthy office in Cologne



When can I start?:

We are looking for someone asap, so don't hesitate to send your application now to jobs@plagscan.com