

Team Assistant (full or part-time), Berlin

About ABC economics

ABC economics provides independent economic and econometric advice on competition and regulatory matters. We are expert economists and used to presenting our findings in front of competition authorities, sector regulators, courts and arbitration tribunals.

Combining scientific knowledge with intellectual rigour and sector expertise, we deliver robust, clear and effective results for our clients.

About the role

As full or part time **Team Assistant** you will become an integral part of our young and dynamic international team in Berlin. By providing essential administrative and organisational support you will support a young team of economists in a crucial phase of our development. This implies a varied set of tasks including, among others, billing and invoicing support, office management and preparing travel documents. We are looking for a highly motivated addition to our team with strong organisation and communication skills interested in helping ABC economics to grow. While the role is that of a Team Assistant, development and advancement possibilities will be available as the team develops and more offices are opened.

Your tasks:

- General administrative and organisational support (phone, office supplies, etc.)
- Liaise with and support HR, accounting, IT and external service providers
- Preparation of invoices (compilation of invoices based on time sheet information) and client contract and billing management
- Preparation, organisation and booking of business trips
- Management of expense forms and travel expenses
- Possibility to take on responsibility for social media presence of the firm (for example on LinkedIn)

General prerequisites for success:

- High motivation and initiative
- Excellent organisational skills
- Attention to detail and reliability
- Ability to work independently and as part of a team
- Willingness to take on new tasks and to learn new skills

Your qualifications:

- Proven experience as team assistant, office clerk, office manager or accountant in back office work or in a similar commercial function
- Excellent command of MS Excel and ability to use MS Word and MS Outlook. Experience with MS Sharepoint is a plus
- Excellent written and oral command of either German or English
- Completed commercial (office clerk, Bürokaufmann/frau) or accounting education or related field or corresponding experience is a must
- EU citizen or valid German work permit
- Other European languages, in particular French and Spanish, are a plus

We offer:

- Competitive salary
- 30 days of vacation per year (for a full-time position)
- A young, multi-lingual, proactive and collaborative team
- A highly stimulating and rewarding environment
- The opportunity to develop and obtain more responsibility
- Plus, an in-house café, with free drinks and personalised service from a barista in our Berlin office

Contact

If you are interested in joining us, send your application to vacancies@ABCecon.com, specifying the position you are applying for in the subject line of the email and including the following elements as attachments.

The application should contain a **cover letter** and your **CV (including academic transcripts)**. If applicable, please also include **contact details of references** and **copies of recent publications**.

More details on what our philosophy is, what we are looking for and what joining ABC would mean for you can be found on our webpage (www.ABCecon.com).