



TSCNET Services is the services company of thirteen transmission system operators from ten European countries. We are based in central Munich, Germany. We aim to be the best-in-class service provider for grid security assessment and capacity calculations. We look for knowledge and creativity, and we expect outstanding performance from passionate people. We are currently recruiting a resourceful and highly motivated:

Office Assistant / Hostess

*Munich, Bavaria, Germany
Full-time, 38 hours a week,*

Team Finance & Organisation

In this role, you are the local organiser at our office. As a hostess, you prepare and facilitate meetings with guests in our premises and towards employees you are available for general support. You take care of the working environment and ensure that all conditions are met for our team to work and meet in a high-quality office environment.

Key qualifications

- ▶ Relevant education, Bachelor's degree is a benefit
- ▶ Relevant working experience (+3 years)
- ▶ Excellent verbal and written communication skills in German and English
- ▶ Excellent planning and organisational skills
- ▶ Action-oriented, initiative-taker and team player
- ▶ Thrives in a small, entrepreneurial environment rather than a very corporate setting
- ▶ Computer skills (MS Office), ability to work with Apple equipment is a benefit
- ▶ Openness, friendliness & flexibility, as well as willingness/ability to work in an international team

Main tasks & responsibilities

- ▶ Reception of internal and external guests
- ▶ Scheduling, organising and facilitating internal meetings as well as meetings of external projects and working groups
- ▶ Handling of telephone calls and general e-mails as central contact point of TSCNET
- ▶ Maintaining and continuously improving a professional, neat office environment
- ▶ Acting as contact point towards local service providers
- ▶ Supporting the organisation and maintenance of the company's administration
- ▶ Taking care of travel & accommodation arrangements for personnel
- ▶ Supporting the organisation of specific corporate events

We offer a comprehensive reward package. The ideal candidate will be an organised and dedicated person. This is a great opportunity to join a truly international, dynamic, and passionate team with the freedom and support it needs to be effective and innovative. To apply for this role, get in touch with us via e-mail, incl. professional resume and motivation letter: application@tscnet.eu