

Office Support Assistant



Job Description

Overview

Phoenix Business Solutions is seeking a team assistant to oversee office related matters for our **Frankfurt** office. The Office Support Assistant will be responsible for the smooth running of the office, as well as providing support to a variety of business functions including event management, marketing, sales and accounting across the Phoenix territories of Germany, Switzerland and Austria. This role requires a high-level of initiative, self-organisation and multi-tasking abilities.

Reporting Line

The Office Support Assistant will report to the Director Continental Europe.

Role/Responsibilities

- Organise and manage team events
- Take direction from the event manager to support the management and running of regional events, including sponsorships, vendor and venue coordination, staffing, invitations, stand signage, collaterals, giveaways, on-site logistics and post event follow-up
- Contribute creative programme concepts to maximise the impact of our investments at events
- Work with the event manager and digital campaign specialist to optimise regional promotion of events
- Work closely with Sales to send, create and chase after opportunities for clients or future clients
- Keep updating equipment for Office use for colleagues, s.a. beverages and paper
- Bookkeeping, processing invoices, travel expenses, organisation of paperwork
- Booking of travel expenses for colleagues, like flights, trains and hotels
- Marketing for events or other occasions

Position Requirements

- Experience in a fast-paced, deadline-driven environment
- Multi-tasking abilities
- Self-organisation to oversee all office related matters
- Verbal and written communication skills, with an ability to influence others
- Open-minded and creative mindset
- Good English speaking and writing skills
- Communications with peers is essential, team-work
- Some travel may be required (Europe)

Submit your CV and cover letter to christiane.mueller-haye@phoenixbs.com alternatively contact HR on 020 7680 4450