

JOB OFFER

ASSISTANT TO THE MANAGEMENT / ALLROUNDER (M/F/D)

Full-Time Part-Time



We are BOXLAB Services

BOXLAB Services optimizes label and packaging processes in the areas of procurement, storage, handling and disposal – especially in highly regulated industries. We develop tailor-made products and sustainable services to optimize the supply chain processes of our customers from a wide range of industries.

Do you like to get stuck in and contribute your ideas at all times? Then you've come to the right place!

These are your tasks

- ▲ You have an organizational and content-related overview of all our company processes
- ▲ You will work closely with our management, provide support as an assistant in day-to-day business and coordinate tasks and responsibilities
- ▲ You independently identify tasks in our operational areas, manage internal processes and ensure that all team members receive all relevant information
- ▲ Based on your interests, you will work your way into another area of responsibility, for example in our purchasing or accounting departments

What you bring along

- ▲ You have completed commercial training or a degree in business administration and also have more than 8 years of professional experience
- ▲ Your great organizational skills and your enjoyment of constantly learning new things make you a real all-rounder
- ▲ You are a structured and independent person, an outstanding team player and, with your excellent communication skills and like to hold the reins in your hand
- ▲ You communicate purposefully and effectively in German and English
- ▲ You are willing to develop yourself in previously unknown areas

What BOXLAB Services offers you

- ▲ It's the mix that makes it: At BOXLAB Services, everyone works fully down-to-earth on the one hand and strategic on the other, so we guarantee that you won't ever be bored with us
- ▲ Your opinion is not only desired, but also urgently needed, we want grow with you
- ▲ A competitive salary, 30 days of vacation, flexible working and free drinks are self-evident for us

Plus points, not must-haves

- ▲ You have already worked in a similar position and can therefore shape your position with us yourself right from the start
- ▲ You have experience in logistics, packaging labeling or in a related industry

It doesn't matter that you complete all the points to 100%. We are looking for the right people!

Are you interested? Please contact Lisa directly with your documents.

We look forward to hearing from you!

Lisa Ruffing
COO & Founder

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