



**ACEEU**  
ACCREDITATION COUNCIL  
FOR ENTREPRENEURIAL &  
ENGAGED UNIVERSITIES



**Team Assistant /  
Administrative Officer**  
*(part time)*

*Published January, 2023*

# Job Description

## About the Position

We are looking for an Administrative Officer (AO) to join our growing team. We are an international, dynamic, fast-paced start-up working closely with universities, businesses and other stakeholders. We pride ourselves on a dynamic, diverse and friendly culture we have created.

Our AO should be an assertive team player who takes initiative and enjoys working with people. The AO will work in an environment where it is required to manage multiple tasks and find quick and creative solutions to challenges in the administrative field.

## Key Tasks

- Manage travel itineraries and bookings for business trips
- Manage correspondence by answering emails, posting and sorting mail, as well as filing documents and keeping track of deliveries
- Assist in accounting tasks (e.g. allocating invoices to bank transactions)
- Assist in planning and arranging events
- Manage employees' contracts and paperwork (manage expense and holiday requests and reimbursements)
- Order office supplies as needed
- Assist in purchase orders and invoicing
- Create and manage databases of information
- Contribute to making our administrative processes more efficient
- Carry out other administrative tasks

## What we offer

- A friendly and flexible work environment
- An international work environment
- 10 to 20 hours per week (mini job, midi job), with the possibility of increase
- Flexible days and hours (to be negotiated)
- Remuneration of €12.50 gross per hour
- 2-year contract (with the opportunity to obtain a permanent contract afterwards)

## Applicant Profile

Our optimal candidate ...

- has good organisation, time management and scheduling skills
- possesses excellent skills in MS Word, Excel, Outlook and is comfortable learning how to use new software
- has strong communication skills
- possesses ability to multitask and carry out tasks efficiently
- possesses ability to find relevant information quickly
- is reliable, self-motivated and requires minimal supervision
- commercial training (“kaufmännische Ausbildung”) desirable, but not required
- **speaks fluent German and English (C1 at least for both)**
- **has a valid permit to work in Germany**

## How to Apply

Please send **your CV and motivation letter** to Dr. Lina Landinez, CEO: [landinez@aceeu.org](mailto:landinez@aceeu.org)

**Only complete applications will be considered.**

Candidates are encouraged to apply as soon as possible as applications will be reviewed on a rolling basis.

Successful candidates will be invited to an interview.

## About ACEEU

Accreditation Council for Entrepreneurial and Engaged Universities (ACEEU) has been established to shape the future of higher education by promoting the creation of third-generation universities. We understand these universities as those that go beyond education and research to create greater socio-economic impacts through entrepreneurship and engagement. Our claim “Your path to recognised excellence in entrepreneurship and engagement” highlights our main goals: (1) independently evaluating their performance, and (2) celebrating their achievements for international recognition. In addition to accreditation, we are conducting more than 30 projects that are co-funded by the European Commission. The projects cover topics such as entrepreneurship, community engagement, digitalisation, sustainability and innovation in higher education.

## Who you will work with

We are very proud to be family owned company. It means we are able to stay true to our values and shape our own future. We aim to live those values in our team in the daily activities, that means you will find:

- A team that is dedicated to make an impact! We aim to contribute to the advancement of higher education to ultimately create greater and more sustainable impacts on society.
- A unique diversity evident in mix of cultures, languages, backgrounds and interests. We have 10+ nationalities embedded in the team.
- A collaborative environment nurtured by feed-back and feed-forward dynamics that lead to new ideas and ways of working.