

Team Assistant (part-time) - 25h/week (f|m|d)

Born out of a research project, indurad has been developing innovative sensor solutions for the global raw materials industry since 2008. From our headquarters in Aachen, our team of 150 fantastic employees ensures that our high-quality solutions enhance safety and reduce greenhouse gas emissions worldwide in the bulk materials and raw materials sectors.

indurad combines the dynamism of a start-up with the energy and ideas of a large corporation – and that's what makes us unique! We're a diverse team of talented, innovation-driven individuals focused on creating positive change on a large scale.

But one thing is missing – YOU!

We are looking for a **part-time team assistant (f|m|d)** to support us at our headquarters in Aachen as soon as possible.

What to expect

- A friendly welcome for our guests and the support of our employees are important to you. You are our first point of contact for both telephone and personal first contact.
- You handle external and internal correspondence in German and English – confidently and service-oriented.
- Performing various office and administrative tasks is also part of your responsibilities. This includes coordinating building management, organizing documents, preparing reports, and assisting with the planning of meetings and events.
- You take care of planning, preparing, and coordinating our business trips and help with the subsequent processing of travel expense reports.
- You actively contribute to ongoing projects and support their implementation.

What should you bring

- Ideally, you have successfully completed commercial vocational training and have practical experience in a comparable position.
- You enjoy working independently and in a structured manner and are a real organizational talent.
- Your MS Office skills are good, and you can use them confidently.

- It would be desirable if you already have basic knowledge in working with ERP systems.
- You feel comfortable in an international environment: You have excellent German and English skills and are not afraid to use them.
- Team spirit as well as social competence, motivation, and flexibility round off your open personality.

What we offer

- An attractive salary package is a given for us. In addition, you benefit from numerous allowances such as a company pension plan, business bike, or a subsidy for public transport tickets.
- 30 days of vacation and up to five additional days off in the form of flextime compensation.
- Whether you're an early bird or a night owl – thanks to flexible working time models (flextime), you can organize your working day yourself.
- A varied and challenging field of work awaits you in an international environment.
- Time with family is especially important to us, and we live by that: In addition to our family-friendly working hours, we cover the childcare costs for your child/children – whether kindergarten, childminder, or family-based care.
- We offer you a workplace with a feel-good factor: bright, modern premises, ergonomic equipment, beverages and snacks, free parking, and enough space for initiative and development opportunities – all of this is important to us so that you feel completely comfortable!
- Direct access to management and supervisors, open communication, mutual appreciation, and a relaxed dress code are just as important to us as a genuine "first-name" culture.

Perfect Match?

We want to keep it simple for you!

Our recruiting expert Bianca Just looks forward to receiving your résumé (max. 5 MB), including your salary expectations and desired start date, via email at job@indurad.com or via **direct application** through our application form.

You can find more job openings at: <https://indurad.com/company/career/>