



## Office Manager (f/m)

Berlin, Germany

### About COUP:

COUP is bringing the fun of driving back into urban areas. As a wholly owned subsidiary of Robert Bosch GmbH, the eScooter sharing service started a new business area in the field of mobility services in August 2016. The electric scooters enable users to save time in city traffic and are a fantastic addition to existing mobility services provided in central areas. The eScooters are available in a number of major European cities, including Berlin, Paris and Madrid. They can be used around the clock and are easy to find, reserve and drive. They are a flexible and affordable alternative to public transport and cars.

### What you will be working on:

- You will be the first contact for various persons and take the responsibility for the first contact in-person, on the phone or via e-mail.
- You will welcome our visitors warmly and be support for meeting coordination, travel bookings and travel cost reimbursements.
- You will process orders and administration of office supplies to ensure that everybody in the team is always fully equipped and able to work.
- You will also take over the responsibility to check invoices and coordinate the assignment of cost centers.
- You will manage the availability of meeting rooms as well as administrative office organization in general.
- You will often support the members of our COUP team with daily topics and processes e.g. IT problems or help them find the correct contact persons.

## **We get truly excited about hiring you, if you:**

- are a reliable person with organizational talent and you work independently and problem solving oriented
- are good in communications and you openly approach others
- are looking forward to working in the dynamic environment of a corporate start-up
- are easily keeping track even in stressful situations
- have very good oral and written communication skills in English and German
- have experience in the field of assistance or reception
- have an completed apprenticeship in the administrative/assistance field or a similar qualification
- have strong MS Office skills

## **What you can expect when joining COUP:**

- Joining our adventure in becoming the leading global platform in shared urban mobility.
- Working with a very strong team and the best eScooter in the market.
- Flat hierarchies, numerous social events and opportunity to work with highly skilled, cross-functional teams.
- A brand-new office in the center of Berlin (Friedrichstraße).

*If you are interested, please send your application to [jobs@joincoup.com](mailto:jobs@joincoup.com).  
Feel free to get in touch in case you have questions regarding your application.*