

Assistant to the CEO & Office/Front Desk Manager

Department: Administration

Direct Reporting Line: Chief Executive Officer

Professional360 develops high-end digital cameras and software solutions such as 360° Virtual Tours for professional use under the Panono brand. We are the technology leader and engage in shaping the international market for 360° content and virtual reality applications, producing the highest resolution camera worldwide for panoramic photography.

Our products include our HD high-resolution high-end camera hardware, software applications for automated cloud-based panorama viewing, image hosting, and provision of our users' 360° contents via our own platform and more.

We are currently looking for **Assistant to the CEO & Office/Front Desk Manager**

Your tasks:

Assistant to the CEO

- Providing executive and administrative support to the CEO
- Managing, coordinating and maintaining the calendar of the CEO including appointments, meetings and travel
- Organizing internal and external meetings on behalf of the CEO ensuring all necessary requirements are made e.g. meeting venue, equipment, and attendees
- Communicating important updates and information to the team

Office/Front Desk Manager

- General day to day office and front desk administration and organization; maintenance of the front office, meeting room, pantry & organize occasional caterings
- Being the first point of contact for external parties; answering calls and emails
- Managing the entire HR administration lifecycle from employee onboarding to offboarding e.g. initial interviews, handling visa processes, updating personnel master data, sick leave management, correspondence with public institutions such as health insurance providers
- Organizing and managing contracts with all external suppliers that service the office, to include maintenance, cleaning, confidential waste, stationery, kitchen supplies etc.
- Managing ad-hoc HR/Office Management related projects as required and finding solutions for arising problems & requirements in our office space

Your profile:

- Proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Strong organizational skills with the ability to prioritize and react flexibly to changes
- Excellent problem-solving skills
- Ability to work independently and manage your own tasks proactively
- Highly organized with an eye for detail
- Fluent in German, with exceptional communication skills, both written and verbally
- Fluent English communication skills, both written and verbally
- Enjoy working in a fast-paced international technology company

We offer:

- International team with flat hierarchies
- Open-minded working environment
- Fair compensation
- Exciting job in the heart of Berlin

Please send your detailed application to **jobs@panono.com** and let us know your salary expectations and earliest possible starting date.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.