

/ Office Manager with preparatory accounting, part-time & 4 days a week (m/f/d)

PCH Innovations is an LA-born, Berlin-raised studio for thoughtful strategy and technology development in service of regenerative systems.

We apply 15 years of experience in immersive research, hands-on experimentation and pioneering technology, to formulating sustainable and scalable responses to wasteful industrial systems. Our purpose is to develop solutions that enable and support more balanced, circular and thriving systems. Systems that actively repair the damage wrought by the take-make-waste economy. We call these 'regenerative systems'.

We are designers, engineers, technologists, philosophers, coders, researchers, film makers, and storytellers. In our quest to realize regenerative systems, we focus on three main services: Beyond-Horizon Strategy, Intelligent Automation, Circular Robotics.

For our office in the heart of Berlin, we are looking for an experienced and energetic part-time Office Manger (f/m/d) to start as soon as possible.

The job...

You will play a key role in the present and future of our studio. You will be responsible for administrative and operational processes and will work closely with our Head of HR + Culture. You'll have overall responsibility for the day-to-day running of our studio, work closely with the finance team and support on general HR & office culture duties, incl. the following tasks:

- / You will take care of the day-to-day organization of our office, i.e. ordering of office supplies, management of equipment/keys, preparing meetings, management of subscriptions, organizing courier services, creation and revision of templates and other documents, and maintenance of contact databases.
- / An essential part of your job will be pre-advisory accounting in the invoice receipt process. You will ensure all receipts are accounted for, check them for accuracy, take care of payment approvals, perform wire transfers, review credit card statements, manage our cash register and work with our accounting software.
- / You have an eye on the basic order and cleanliness of our office, organize internal events from time to time, buy flowers or birthday presents and support our employees with orders, transport, travel bookings, etc.
- / You will work in close cooperation with our Head of HR + Culture, on tasks such as onboarding of new employees, administration, event organization, etc.
- / You will take over the communication with our service partners on office-specific issues, such as the landlord, printing companies, catering companies, craftsmen, suppliers, etc.

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- / You will ship our book (Changing Matter), robots or other project-related deliverables and handle customs for international shipments when necessary.
- / In the rare event that it is needed, you will support our management with personal assistance. You provide general administrative support for the project directors and project teams

You...

We're looking for an experienced Officer Manager – a solid all-rounder. You'll ideally have worked in either a creative or corporate environment, and enjoy being in an inclusive and team-focussed environment. Excellent communication and interpersonal skills are a must. Key requirements include:

- / You have already worked as an office manager or in a similar position and have experience in the relevant work areas of office organization and preparatory accounting.
- / You work proactively, are not afraid to take on responsibility, work attentively, conscientiously, independently, are solution-oriented and are interested in actively contributing to our corporate culture beyond the daily to-do list.
- / You have a positive attitude, enjoy social interaction and have the desire to use your organizational skills to create a secure foundation for the successful work of the team.
- / You have fluid German + English skills.
- / You are proficient in MS Office, Google G Suite, Excel and have experience with Apple/Mac infrastructure.

What's in it for you...

- / A diverse, friendly and supportive team
- / A culture of responsibility, co-determination, openness and space for creative freedom
- / A beautiful, quiet, dog-friendly studio with a garden and multiple terrace hang-out spots
- / Fresh fruit, daily provided breakfast treats and an optional weekly (vegan/vegetarian) lunch from our in-house chef
- / Team-building activities and events
- / Individual and team coaching
- / A 4-day work week

At PCH, we don't just encourage diversity – we celebrate it, support it, and thrive on it, to the benefit of our employees, our products, services and our community. We are committed to equal employment opportunity regardless of age, color, culture, gender identity, nationality, marital status, or physical ability.

If you are interested in working with us, please send us your application with resume, salary requirements and your earliest possible start date to talent@pch-innovations.com. We look forward to hearing from you!