



Management Assistant (w/d/m)

any experience level: Student, Junior, Professional

Making a difference and being part of something bigger is what you are passionate about? Join our vibrant team at O2O Insights, where you'll play an important role in supporting the business: On day by day operational tasks, but also working together with senior executives, preparing, planning and organizing the growth of the business.

Email your experience and interests to job@o2o-insights.com.

At O2O Insights, an international startup pushing the boundaries of AI: Our mission is to bridge the gap between online and offline worlds, tailoring our technology to meet our clients' needs and helping them achieve their goals.

Join our team in **Göppingen/Stuttgart** or **Mallorca/Spain** and experience how your contribution drives global business success and growth!

Key Responsibilities:

- Assist the Business and the Management in organizing and executing daily business
- Global communication and event planning, support in company communication
- Managing the office location and related tasks

Qualifications:

- Be a go-to-person for others and taking on responsibilities to get things done
- Positive thinker with open mindset and motivation to support others in their tasks
- Project Management experience with attention to detail is a plus

What We Offer:

- Opportunities for professional growth and development
- Work in a collaborative, supportive, team environment to solve actual customer needs
- Work from abroad: up to 2 months in Mallorca/Spain

How to apply: If you are excited about the opportunity to work with us, we would love to hear from you! Please send your resume and/or cover letter to job@o2o-insights.com