



WHITEvoid operates at the horizon where art, design and technology meet.

Our Berlin based multidisciplinary design studio is comprised of specialists in interaction, media and product design, architecture, mechanical and electronic engineering. Our installations and products are created for events, museums, trade fairs, festivals, concerts and clubs. Our house brand KINETIC LIGHTS is the leading specialist in kinetic lighting. Our products and designs have gained worldwide recognition and received several awards.



Team Assistant (m/w)

We are looking for an agile, multi-talented team assistant who lives the event!

You are intelligent, dynamic and creative and would you like to support our agency team with your unique nature? Then you are at the right place!

YOUR TASKS:

- * You support our management in the search for new production venues, the partner search and sponsor search as well as the representation on pitches and industry events
- * Single point of contact person for all questions about office management (telephone, mail, orders, etc.)
- * Organizational support of the management in the planning and coordination of travels, meetings but also project-related tasks
- * Coordination of the internal and external communication
- * Onboarding new employees
- * Support in press + media work and competition entries
- * Assistance in the organization of transport for major events
- * Diverse tasks with opportunities for individual development

WE OFFER:

- * Close cooperation with the upper management and coaching
- * Independent creative work and enormous international market potential
- * Dynamic environment full of development opportunities!
- * Agile, motivated team
- * Unconventional and challenging international projects in the field of art, architecture, show and event
- * Employee profit sharing
- * Team events, delicious coffee and fun on the pinball machine

YOUR QUALITIES & SKILLS:

- * Vocational business school or extraordinary practical experience ideally gained in agency business
- * Preferably good understanding of complex technical products and large-scale installations
- * Teamwork skills as well as very good communication skills and organizational skills
- * Recognize the essentials and can prioritize your tasks
- * Structured, goal-oriented and reliable way of working
- * High motivation and dedication as well as a quick comprehension
- * Excellent knowledge in modern office software and communication tools
- * Affinity with trends in the areas of interaction, media and product design
- * Excellent German and / or English spoken and written
- * Further language skills desirable
- * Hands-on mentality, resilience
- * Willingness to travel

HOW TO APPLY:

If we have aroused your interest in this exciting task, send us your digital application with a CV and photo stating your salary expectations by e-mail.

CONTACT:

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Information on our products and services:

www.whitevoid.com
www.kinetic-lights.com