



### **beyonnex.io is paving the way for smart real estates**

We support our customers in making buildings more climate-friendly, more comfortable, and more affordable - with connected real estate, simple products and high processing and service quality.

We provide our customers with efficient, tailored processes and applications for operating IoT infrastructures in real estate, as well as our flexible Enterprise-IoT-Suite, in which we manage data from many millions of sensors into intelligent products and services.

**We're looking for a new colleague to join our journey as**

## **Management Assistant (m/f/d), part-time or full-time**

### **Your job opportunity**

Jointly with the beyonnex.io management team, the future job holder is responsible for the growth and organizational development of beyonnex. The jobholder will support in the areas of accounting, human resources and organizational development by taking on the following tasks, among others:

#### Accounting

- Check, assign and book incoming invoices
- Prepare outgoing invoices
- Create and maintain company key figures jointly with the management
- Support financial planning and reporting processes

#### Human Resources

- Coordinate and support the hiring process, communicating with internal hiring managers as well as external headhunters
- Administrative HR processes
- Organize training and personnel development

## Organization

- Organize company-wide meetings / events
- Organize and manage our office / co-working space
- Support the management in their daily work

## What we need from you

### We are searching for a motivated candidate with following qualifications:

- Excellent communication skills
- Fluent in German and English
- Organizational talent and interested in numbers
- High team spirit, friendly and open minded
- First work experience in accounting and / or HR

### Benefits are following skills and interests:

- Proficient in using Google workspace or Microsoft Office
- knowledge of accounting and HR tools advantageous

## What we offer

You will meet people from all over Europe. From different cultures, with different dialects, genders and lifestyles. We live diversity and openness in our everyday work.

When you ask anybody why they are working here, it is likely that people will say “because of the people” and “because I have never learnt so much in my life before”. Our company is a place to be yourself, aim high, taking care of each other and growing without limits.

Of course, we have a great office near Hamburg's city center, a place where you feel comfortable and have fun with your team members. But more importantly, we offer you a high degree of flexibility from where you work. We offer you the opportunity to work on challenging projects and to manage a complete large-scale project from inception to implementation and operation. You will have the opportunity to learn and work in a creative and respectful environment and build a fulfilling career in the technical field.

## Do you want to become part of the team?

Send us your complete application documents (curriculum vitae and references) via email to [jobs@beyonnex.io](mailto:jobs@beyonnex.io).

In case you have any questions about the offered position, your application or the application process, send us an email to [jobs@beyonnex.io](mailto:jobs@beyonnex.io).

beyonnex.io is part of noventic group, a pan-European group of companies driving climate intelligent management of real estate. The independently operating noventic brands manufacture sensors, radio hardware and control devices, offer services for the operation of IoT infrastructures in real estate, and operate Enterprise-IoT-Suite as well as applications for the realization of climate goals, comfort and profitability. With around 890 employees, the company now realizes over € 200 million in sales and is considered the driver of innovation in the industry.