

MOD Devices GmbH
Wilhelm-Kabus Str. 21-35
10829 Berlin
Germany



Office Assistant

Working at MOD:

MOD Devices is a young and fast growing start-up based in Berlin. MOD is playing a major role in the digitalization trend/process that is revolutionising the music industry. As the first digital platform for performing musicians, we are breaking new ground with an entire ecosystem of solutions for amateurs and professionals, in any working environment (home, studio or stage), based on Open Source Software.

We are located in the heart of Berlin's music scene - the RAW area. Our offices are surrounded by the clubs, bars, concert venues, practice rooms and music schools that energize the city.

At MOD, you will join an international and highly motivated team, actively participating in the company's growth and the improvement of our hardware products and digital platform, with music creation always at the tip of your fingers (or toes!).

Job description

We are seeking a proactive, highly organized and responsible Office Assistant to join our growing organization. In this position the applicant will work at our headquarters, located in The House of Music, in Berlin, helping the team by maintaining a workable dynamic office and interfacing with multiple people and companies on a day-by-day basis.

Duties & Responsibilities

- *Mail, deliveries and outgoing parcels*
 - *Separate invoices and direct to accounting*
 - *Sort out delivery ZOLL cases*
 - *Sort incoming mail and decide where it should be headed to. Also, work on the cases that require action.*
 - *Operate our contracts with DHL in regards to incoming and outgoing packages*
- *Accounting*
 - *Prepare invoices for Accounting firm*
 - *Prepare a defined set of spreadsheets for our monthly accounting*
- *Everyday office activities*
 - *Telephone*
 - *Printers + scanner*
 - *Warranties and invoices of equipment*

- *Documents organization*
 - *Organize cabinets and properly file the company's documents*

Skills & Qualifications:

- Skills
 - Fluent German and English
 - Basic accounting knowledge
 - Basic Office computer software operation
- Abilities
 - Deep sense of organization
 - Capacity to handle multiple ongoing tasks
- Experience
 - 1 to 3 years
- Musical instrument player is preferable

Working hours:

This is a part-time job, 20 hours per week, with the work schedule to be negotiated. Working hours shall happen Monday to Friday between 9h00 and 18h00.

We will be looking for Your CV.

A motivation letter will be appreciated but not necessary.

Contact: work@moddevices.com

Refer to: Gianfranco Ceccolini / CEO