

Framed immersive projects GmbH & Co. KG is hiring in Berlin as soon as possible:

Executive Assistant (m/f/d)

usomo, a product of **Framed immersive projects GmbH & Co. KG**, develops and realizes innovative immersive sound installations and audio-based experiences for art, culture, and industry. To support our executive management, we are looking for a dedicated **Executive Assistant (m/f/d)** to take on classic assistant responsibilities as well as administrative, commercial, and logistical tasks.

Your Responsibilities:

- Classic executive assistant functions (organization and coordination)
- Support in daily operations and administrative tasks
- Correspondence with partners, clients, and suppliers
- Management of documents, contracts, and invoices
- Assistance with accounting and controlling
- Organization and monitoring of inventory
- Packaging and shipping of products and installations
- Coordination of deliveries and logistics processes

Your Profile:

- Experience in assistant and administrative roles
- Basic commercial knowledge is an advantage
- Structured, reliable, and detail-oriented working style
- Service-oriented mindset and hands-on approach
- Strong organizational skills and the ability to work independently
- Proficiency in common office software (e.g., Microsoft Office)
- Interest in creative, audiovisual, or technical projects is a plus

What We Offer:

- A diverse and responsible role in a creative company
- A dynamic work environment with exciting projects
- Flat hierarchies and direct communication channels
- The opportunity to contribute ideas and take responsibility

Interested?

Send your application, including your CV and salary expectations, to

job@usomo.de

We look forward to hearing from you!