

FRAMED immersive projects GmbH & Co. KG is looking for a new team member to start as soon as possible at our Berlin location:

### **Office Manager (m/f/d) – Part-time**

FRAMED immersive projects GmbH & Co. KG develops location- and context-based audio experiences for exhibitions, museums, and public spaces. Our projects combine technology, creativity, and storytelling – and we embody this spirit in our team.

To strengthen our company, we are looking for a committed Office Manager (m/f/d) who, with a good overview, initiative, and team spirit, keeps our daily operations running smoothly – from document management to booking business trips.

#### **Your tasks:**

- Independent organization and management of daily office operations (mail handling, filing, appointment scheduling)
- Organizing and booking business trips
- Assisting external accounting (document management, invoice preparation, payment transactions)
- Communication with tax advisors, health insurance providers, and other external parties
- Supporting management with administrative and organizational tasks
- Maintaining and optimizing internal processes and templates

#### **What you bring:**

- Experience in office management or a comparable administrative role
- Basic knowledge of accounting processes (e.g., document filing, payment overviews)
- Confident use of MS Office
- Independent, reliable, and solution-oriented working style
- Strong communication skills and enthusiasm for organization

#### **What to expect:**

- A varied role with room to contribute your ideas
- A small, dedicated team with flat hierarchies
- A creative working environment at the intersection of culture, technology, and business
- Flexible working hours

Interested?

We look forward to receiving your application by email at [job@usomo.de](mailto:job@usomo.de).