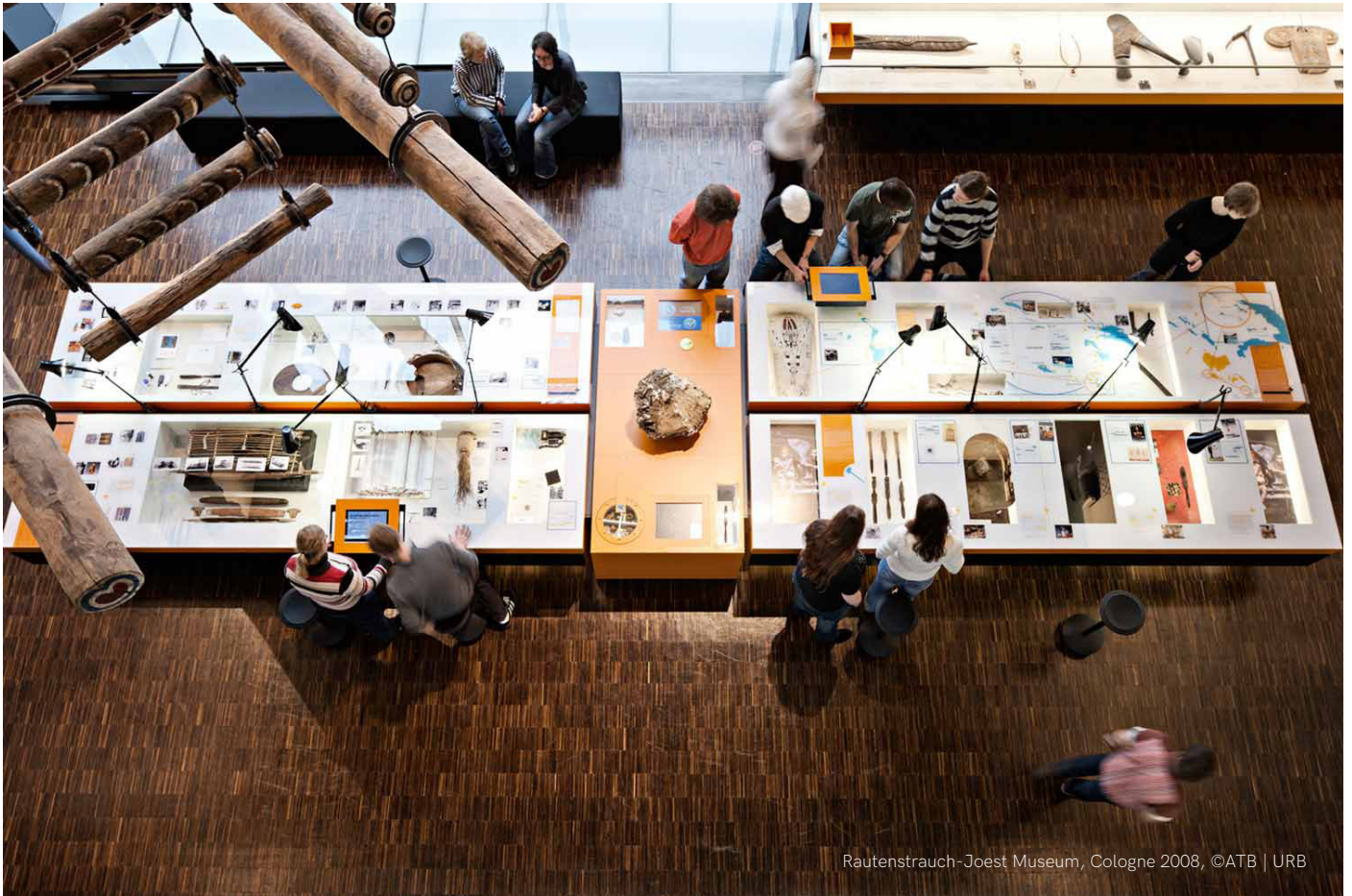


STUDIO UWE BRUECKNER GMBH

Falkertstraße 54 70176 Stuttgart Germany T +49 172 730 38 32 M studio@studio-uwe-brueckner.com
CEO Prof. Uwe R. Brückner Register Court Amtsregister Stuttgart HBR 774949 VAT DE334756311



Rautenstrauch-Joest Museum, Cologne 2008, ©ATB | URB

Office Manager (f/m/d)
for STUDIO UWE BRUECKNER

OFFICE MANAGER (F/M/D), WITH IMMEDIATE EFFECT

STUDIO UWE BRUECKNER is a worldwide operating Laboratory for Innovative Scenography and Architecture. Our holistic design approach covers all design phases and disciplines and is based on Uwe R. Brückner's (URB) renowned design philosophy „Form Follows Content“. We work according to his „Creativ(e) Structur(e)“ a scenographic design method, following our credo „Scenography combines logic and magic“. Furthermore, we work with multidisciplinary designers from different countries and cultural backgrounds on ambitious, challenging and artistic projects.

Our current concepts include the conversion of a post-communist monument into a cultural center (Bulgaria), the design of the exhibition exhibition and guidance system for a new archaeological parc with museum and excavation field expedition (Ethiopia), the development of a feasibility study for an International Light Art Museum, as well as conceptual design contributions for a series of international competitions.

Job

STUDIO UWE BRUECKNER has an immediate, permanent position available for a professional Office Manager (f/m/d).

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Task Profile

- General office related, secretarial, organizational and administrative tasks
- Bookkeeping, as well as close cooperation with the tax office and payroll department
- Responsibility for invoicing, payment transactions, income and expenditure control
- Communication (mail traffic and telephone service), coordination of appointments and communication between departments
- Organization, further development and optimization of general work processes such as Procurement of materials, filing and order systems and routines of the studio
- Organization and archiving of digital data
- Support of project management (deadlines, budget, protocols, offers and contracts)
- Customer management and organization of meetings

Requirements

- Completed vocational training as a management assistant for office management or a completed degree in cultural management or comparable qualifications
- desirable:
 - several years of professional experience
- Experienced handling of MS-Office Word and Excel
- Fluent in written and spoken German and English, additional language skills are a plus
- distinctive ability to work in a team with strong communication skills, performance and perseverance
- Reliability and loyalty
- committed, independent, forward-looking and self-reliant personality
- good organizational skills and very good time management, professional interface communication
- careful, precise, efficient and goal-oriented approach to work

We offer

- a versatile and independent workspace in a creative environment
- a motivated, multicultural team
- great creative freedom within a flat hierarchy
- an open communication culture
- the development of internationally ambitious projects
- training in Uwe Brückner's design philosophy, «Form Follows Content» and his design method, «Creativ(e) Structur(e)»

Application

Please send us your complete application documents, showing your individual focus and skills, in a PDF document via e-mail. Please include a letter of motivation, which also includes your availability as well as your salary expectations.

We look forward to hearing from you.