



Dipl. oec. Christian Kronwald
Director Finance

To expand our team we are looking for a **Team Assistant Finance (m/f/x) - part-time**

Location: Germany (Stuttgart)

Our offer

- The chance to play an active part in planning a sustainably designed environment
- Challenging assignments in an office with a team-based, interdisciplinary structure
- A permanent contract with long-term future prospects
- Opportunities for personal development and advancement within a global network
- Climate-friendly transport incentives (e.g. company bicycles and travel tickets)
- An office in an attractive location with excellent public transport links
- Contribution to the pension plan, sporting activities and several annual team events

Your responsibilities

- Support of the finance team in daily operations and administrative tasks
- Responsibility for filing, archiving, and mail distribution
- Assistance with appointment coordination and deadline monitoring
- Planning, preparation, and follow-up of internal and external meetings or events
- Tracking tasks and internal projects as well as independent and proactive participation
- Creation of presentations, analyses, and various documents
- Handling correspondence in German and English
- Direct collaboration with executives within the finance department

Your profile

- You have successfully completed your commercial training
- You have initial work experience in an assistant role within a commercial environment
- You enjoy communicating, organizing, and working in a team
- You have a friendly and professional demeanor combined with a strong sense of responsibility and discretion
- You are proficient in Microsoft Office and digital media

Werner Sobek is internationally synonymous with engineering, design, and sustainability. Our company is home to more than 450 employees and is represented on several continents. Our work is renowned for exceptional design based on outstanding engineering and integral concepts that minimise the consumption of energy and materials.

We look forward to receiving your application along with an indication of your salary expectations and your preferred starting date. If you have any questions, please do not hesitate to get in touch.

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