

Office Manager (m/f/d)



Introduction

We live in a time of **change**. Our world is drifting more and more into the **digital sphere**. Events, relationships and hobbies are in part already primarily **online**. The **digital identity** of companies and private individuals is becoming increasingly important.

This, in turn, not only increases the value of **data**, but also the potential **damage** from **cyberattacks**. Hackers are gaining access to corporate databases, taking data **hostage**.

This is where we come in. At **DriveByte**, we deal with **cybersecurity**. We stand as the last **line of defense** between hackers and sensitive data. We assist our clients with **penetration testing**, active **defense techniques** and consulting.

For our IRL tasks we are looking for support from you starting **01.01.2023**. With your **openness** and **willingness to learn**, you are a perfect fit for us.

Your Roles

You are:

- Office operations hero (**organization**)
- Customer communication expert (**telephone, mail, post**)
- Financial specialist (**invoicing**, preparatory **accounting**)
- Data custodian (maintenance of **customer data**)
- **Social media** manager

Your Skills

You manage your **time** independently and organize yourself and your **work environment** optimally.

You take matters into your own hands and provide help wherever needed.

You **communicate** in a professional and **service-oriented** way with various groups of people - colleagues, customers or suppliers.

A nice **plus** would be if you have experience with **ERP solutions** as well as **CMS** systems (e.g., Typo3).

You are proficient in the use of common **Office applications**.

You are business fluent in both **German** and **English**.

You don't necessarily have to come from an **IT** background to fit in with us. We are looking for a person who wants to experience **our start-up atmosphere**, grow and **develop** as a person.

Your Benefits

- **Flexible** working in our modern office in **Regensburg** and in **home office**
- **Generous**, above-average salary
- **Trust-based** working hours
- **Certification** and **training** according to your interests
- Shared use of the **company car**

DriveByte – Devote yourself to excellence!

Apply now!