

JOB OPENING

LEADERSHIP ASSISTANT & OFFICE MANAGEMENT (f/m/d)

The position is permanent; full-time and part-time (30h) are possible.

ABOUT US

THE NEW INSTITUTE was founded in Hamburg in 2020, to address the most pressing ecological, social, economic, and political challenges of the 21st century. At its core, we aim to develop sustainable concepts for the future that provide new insights and innovative solutions for shaping societal change processes. Serving as a hub for creative and solution-oriented thinkers and practitioners from academia, culture, business, politics and society, THE NEW INSTITUTE is a driving force for transformative endeavors.

THE ROLE

In the role of Leadership Assistant & Office Manager, you will support our three directors and will play a significant role in handling organizational and administrative matters. We highly value your ability to maintain composure even in the midst of a hectic workday and consistently keep an overview. Your reliable, active, and systematic work approach combined with excellent time management significantly streamlines the executives' daily tasks. You stand out with teamwork, strong communication skills, and exceptional organizational talent.

YOUR RESPONSIBILITIES

- Support of the management in all organizational and administrative tasks (correspondence, telephone calls, appointment coordination, travel management, etc.)
- Support in the preparation of meetings and presentation documents
- Participation in the organization and follow-up of meetings
- Preparation of committee meetings of the Board of Trustees and Advisory Boards

- Organization of visits and care of guests
- Organization of the general operative back office

OUR REQUIREMENTS

- Training as an assistant/secretary or a comparable career
- First experience in a responsible assistant/secretary function desirable
- Self-image as a service provider
- Good knowledge of MS Office programs, especially Word, Excel and PowerPoint
- Very good English and German language skills

OUR BENEFITS

- An inspiring international environment in the attractive premises of the Warburg Ensemble near the Alster
- Contemporary and stylish office furnishings
- Attractive mobility allowance (Deutschlandticket or job bike)
- Collaborations with top fitness providers (Fitness First or Urban Sports Club)

Please email your certificates, references and CV, salary expectations, and earliest possible start date, in a single PDF document to jobs@thenew.institute. Any questions can be directed to [Claudia Kühl](#).

THE NEW INSTITUTE strives to create an environment where everyone feels valued and respected. Diversity in the team is important to us. We welcome people regardless of their social and geographic origins, religion, skin color, gender, sexual orientation, gender identity, age, disability or other legally protected characteristics.