



Office Assistant

(m/f/d) 80-100%

Hyperstone is a medium sized high tech company located in Konstanz, Germany. Our development teams engineer high-quality, innovative semiconductor solutions to enable our customers to produce world-class products for industrial, embedded, automotive and global data storage applications.

Your Tasks

You are the good soul of our company and are there for our employees as well as for our national and international customers and partners. You work with empathy and are motivated to take care of a variety of tasks independently.

With your positive charisma you welcome visitors and take care of administrative tasks for your colleagues. You enjoy general office organization. Among other things, you will take care of correspondence, appointment organization, travel arrangements and support us in the hiring process.

- General office organization (correspondence, meeting room, visitor management, appointments, mail and shippings, manage office supplies, catering, meetings and travel arrangements, event management)
- Support Marketing tasks (business cards, exhibitions)
- Human Resources (application management, support of recruiting events and arrival of new employees, take care of employee benefits, etc)
- Sales Support (Order confirmation)

Your Profile

- You have completed a commercial apprenticeship or a bachelor degree
- Ideally you have a few years of experience in a similar position
- Very good verbal and written communication skills (German and English)
- Open-minded and positive attitude, enjoy working with people
- Power user of MS office tools
- Experiences of Adobe Creative Cloud, Salesforce or SAP is a plus

Your Benefits

- ✓ Friendly and professional team
- ✓ Corporate Benefits
- ✓ Permanent position
- ✓ Childcare and family support
- ✓ Living directly at the beautiful Lake Constance
- ✓ Flexible working hours and an adequate compensation package
- ✓ Short decision making processes within a motivated team

📞 +49 7531 9803 0

✉ jobs@hyperstone.com

📍 Konstanz, Germany