



Open Position Team Assistant (d/f/m)

PLANET AI is a leading provider of cognitive systems for text and image recognition. The company is based in Rostock, Germany and offers the IDP platform IDA which leverages patented and award-winning technology to automate document capture, classification, and extraction.

We are currently seeking a talented individual (d/f/m) to fill our **Team Assistant** position.

Your main responsibilities in this role will be:

- You are the head of our office management and develop it further. This includes:
 - Front desk (telephone service, parcel, and incoming mail)
 - Travel planning, organization, and accounting
 - Meeting organization
 - Event organization, e. g. workshops, after-work events, Christmas parties
 - Occupational health and safety measures
- You contribute to the development of our “Feel Good Management”, including:
 - Internal company newsletter
 - Benefits such as job bike etc.
 - Sustainability strategy
- You act as primary contact person for commercial issues, including:
 - Purchasing and Accounting
 - Preparatory payroll accounting
- You support HR topics such as pre-sorting applications and organizing interviews.

You have the following skills and qualifications:

- Completed commercial training, equivalent qualifications or experience as a team assistant, office manager, or a similar role
- Open, friendly, and engaging manner



- Strong organizational skills and enjoy coordinating tasks
- Independent and proactive working style
- Fluent in German and proficient in English (written and spoken)
- Proficient in MS Office applications

About you:

- You possess an open-minded, communicative, and inquisitive nature.
- You possess a self-organized and cooperative approach to work.
- You appreciate a transparent, collaborative culture and are dedicated to it.

What we provide:

- Exciting and challenging tasks that come with ample room for creativity.
- Flexible working hours without the pressure of overtime, working from home by arrangement.
- Free lunch in our neighboring restaurant.
- Flat hierarchies and a culture that welcomes constructive criticism.
- A warm and inviting working atmosphere complemented by frequent team events.
- Ample exchange with our internal developer and research community.

If you are interested in this position, please submit your **application (including your CV and certificates)** with details of your earliest possible start date and salary expectations to **Jesper Kleinjohann** at jobs@planet-ai.de.