



home-iX offers student internships and student jobs among others as

Assistant to the Management

Job-ID: S-189-001

home-iX is looking for you to join our team. Founded in 2016, we are a growing start-up in and from Stuttgart that speaks IoT and helps companies to let their smart services and devices participate in the digital lifestyle. Are you studying business administration, (business-) information technology or would you like to play an active role in a fast-growing company and gain your first entrepreneurial experience? Then home-iX is the right place for you!

Your Profile

- Structured and quality-oriented work in an international team
- German/English (spoken and written skills)
- Reliable and motivated personality
- Organizational talent
- Experience in Microsoft Office products like Word, PowerPoint and Excel
- Embrace challenges, innovation, diversity and technologies
- Creative and communicative

Tasks

- Organization and coordination of appointments with the management
- Support of an efficient and flawless course of the daily tasks to be mastered by the management in the area of business operations, sales, marketing and finance
- Preparation and follow-up of conferences, meetings, presentations and important telephone calls
- Preparation of relevant information, Key Performance Indicators (KPI) and data

Benefits

- Exciting insights into the everyday life of corporate management
- Startup culture in an international team
- Working with big companies in the growing Internet of Things (IoT) market
- Freedom to bring your own device (BYOD)
- Flexible working hours (home-office or on-site)
- Free Netflix or Spotify Premium Account during the engagement period

Interested? Send us your CV and a short Letter of Motivation to jobs@home-ix.com or call us under +491737025681 in case of questions.