

Job title: Office Manager Germany (32-40 hours per week)
Employer: Main Capital Partners GmbH
Location: Königsallee 61, Düsseldorf, Germany

About Main Capital

Main Capital Partners is an investment group with over EUR 150 million under management, focused on successful software companies in the Benelux and Germany. Because of our specialized focus in the rapidly growing software sector, Main has built up an excellent track record and is among the best-performing PE funds and Mezzanine loan providers in Europe.

Main Capital Partners currently has more than 30 companies and add-on acquisitions in its portfolio. Our rapidly growing investment team consists of 20 investment professionals of which 4 are operating our office in Düsseldorf. In the first half of 2017, we will launch our fifth investment fund of approximately EUR 225 million.

In addition to providing capital, Main serves its portfolio companies with knowledge and experience, networking opportunities and events such as the Main Software 50, the Main Insight Event and the Main CTO Day. Our funders base consists mainly of institutional investors, family offices and wealthy entrepreneurs. For more information, please visit our website: www.main.nl

Job description:

You will support our German based investment team with all day-to-days tasks and will be responsible for several larger projects like:

- Support our professional and fast growing German investment team from our Düsseldorf office
- Complex agenda management and logistical planning: bookings flights and hotels etc.
- Responsible for distribution and producing formal documents like meeting agenda and minutes, press releases and presentations
- Support in website maintenance, social media postings and other marketing activities
- Welcoming visitors
- Handling incoming mail and phone calls
- All facility tasks like: ordering office supplies, groceries, office maintenance, contact with cleaning service, installations etc.
- Translating texts between German and English like press releases and website updates
- Organizing events like the Main Insight Event DACH
- Contact point for personnel with all sorts of questions and requests

Qualities we look for:

Main Capital is looking for a representative Office Manager who:

- Finished education like "Fachhochschule Kaufmann/-frau für Bürokommunikation"
- Has a minimum of 2 years work experience as an Office Manager
- Works very accurate, has attention to detail and keeps his/her head cool under pressure
- Is a flexible team player and likes to facilitate others
- Has a positive and pro-active attitude
- Is a real problem solver
- Has an excellent command of both German and English
- Knows how to work with computer programs like Word, Outlook, PowerPoint and Excel

What we offer you:

- Competitive salary
- Working in a fast pace environment in a growing and international team
- A position at the heart of the organization where you can co-create your own role

Application process

Are you the Office Manager we are looking for? Please send your resume and motivation letter to:

Contactdetails:

Contactperson : Aranka Roovers
Address : Paleisstraat 6
Zip code and city : 2514 JA Den Haag
Phone : +31 70-324 34 33
E-mail : aranka@main.nl
Website : www.main.nl en www.main50.nl