

The Company

Aurora Energy Research is a consulting company that provides data and analysis on British, German, European and global energy market participants. Unquestionably independent, our analysis is designed to inform critical decisions of our clients, which include many of Europe's major energy market participants.

Aurora was founded in 2013 by five University of Oxford Professors, who have decades of experience at the highest levels of academia and energy policy. It is now a thriving, rapidly-growing company of 50 staff. Next to the company's headquarters in Oxford, Aurora opened its first international office in Berlin in 2016. In the next few years we expect to grow to more than 100 staff and expand into new markets.

Team Assistant/Office Manager (Berlin)

We are looking for an all-round talent to support the Berlin Team of our young and rapidly growing company and to be responsible for a variety of organisational and administrative processes. We offer you an interesting role, good opportunities for professional development and the possibility to play an active role in shaping our internal processes. You will be part of an open minded and committed team in an international and dynamic environment.

Tasks:

You will be directly influencing the day to day operations of our team. Tasks and responsibilities depend on your personal strengths and interests, but could include:

- Supporting the team in organising meetings and travels, and coordinating diaries
- Office Management
- Implementing and advancing administrative processes
- Recruiting and HR
- Event Management
- Assisting with contracting, invoicing and bookkeeping
- Contributing to team development and corporate culture by introducing and implementing your own ideas
- Further development of our Website and production of marketing materials
- Creating, designing and editing PowerPoint presentations and Work documents
- Responsibility for your own special projects

Requirements:

- University degree
- Experience in a PA or higher-level administrative role
- High level of responsibility, reliability and creativity
- Ability to multitask in a dynamic and fast-paced environment and work independently
- Excellent organisational skills
- Very good knowledge of Word, good knowledge of PowerPoint and Excel
- A good all-rounder with an interest in new challenges
- Ability to communicate confidently and effectively with high-level executives
- Self-motivated and detail-oriented work style
- Team-oriented and interested in working in an international environment
- Very good English and German skills, both written and spoken

We are looking forward to receiving your application! Please indicate your earliest possible start date and salary expectations. Send your application to Stefanie Mieth (bewerbung@auroraer.com). We will review applications as they are received.