

# Office Manager Berlin

i-surance

Berlin

## Job description

If you consider insurance complex, boring and old-fashioned, then i-surance is the right place for you to change the image of this industry. If you are looking for teammates as opposed to colleagues and enjoy a diverse, multicultural atmosphere, then you should apply for a position today!

We are looking for an Office Manager who shares our belief that i-surance is the best workplace in Berlin! You will be responsible for organizing our office and to manage our suppliers, to support our HR and accounting activities as well as to take care of our awesome team of talents. In your cross-functional role, you will be responsible for creating and maintaining a pleasant work environment, ensuring high levels of organizational effectiveness, communication and happiness 😊.

The ideal candidate is a smart and social person who enjoys multi-tasking, loves to communicate with our partners and our teams, has a positive attitude and maintains a sunny disposition even in stressful situations. You should have a good sense of humour, enjoy working in a very diverse, multi-cultural team and speak at least 2-3 languages fluently. A keen sense of ownership, curiosity and willingness to learn every day are the ingredients for your successful career and rapid personal development with i-surance.

## On any given day, you'll be doing one or all of these things:

- Organizing our Berlin office and team, incl. organizing our monthly office events, weekly team lunches, office space allocation, etc.
- Reinforcing and contributing to our great team spirit
- Taking responsibility for office procurement, manage and coordinate with office suppliers
- Manage our office budget and make payments from our bank accounts for suppliers and employees
- Take ownership for our local HR administration, supporting our international HR team
- Support and work with our external HR & accounting advisors, i.e. payroll, expense admin, monthly accounting, etc.
- Enjoy our excellent Swiss chocolate

## Desired skills and experiences

- Excellent organization skills
- Positive spirit with a “can-do” mentality
- Ability to work on several tasks in parallel (multi-tasking)
- Excellent language capabilities in German and English, other languages are a plus
- Good communication skills, both written and oral
- Curious to continuously learn and explore new approaches
- Experience in HR and/or accounting is a plus

## Why join us

i-surance is a B2B2C insurtech company like no other. Due to the exponential success of our modern and disruptive business model, we now boast two operations offices in the start-up hubs of Berlin and Barcelona and a further two sales offices in the European finance capitals Zurich and Paris. Plus, in the near future we will be extending our sales offices to Amsterdam, Vienna, Lisbon and Milan!

*How did we do it? Innovation.*

We're disrupting the traditional insurance market two-fold. First and foremost: our offers are transparent and valuable to the clients of our distribution partners. Secondly, we leverage emerging tech to serve our fast-paced digital world. Nobody wants antiquated and boring. Not me, not you, not your clients.

*Our philosophy? Innovative, Simple, Digital.*

Diverse companies are joining our vision every day. The big retailers of mobile phones, mobile operators, electronics, glasses, cyber security, etc. are amongst those making the switch - We've already earned the title of market leader in mobile, hearing aid and car tire insurances in several countries! What's more, we serve 2M end users in 15 European countries, manage an insurance premium volume of around € 40M and aim to grow beyond € 500M in the next 5-7 years. There are no limits to our ambition!

*Our triumph is a team effort, and that continues to be our crucial secret to success.*

Despite our incredible growth trajectory and boasting an ever-expanding team of >40 awesome talents from all over the world, we've kept our youthful start-up soul. As all entrepreneurs and modern start-ups know, a great office culture fosters great results. This means warmly connected team mates rather than colleagues. It means team lunches, informal parties and trips to sunny islands. It means the occasional inflatable unicorn in the office. It means we're tuned in to how people really want to work; in a flexible environment that nurtures creativity and innovative thinking where our fellow humans are friends, not numbers.

If you are interested to explore the opportunity to join our fast-growing international team in Berlin, please send your application to our Talent Manager Elisa Simeoni: [recruiting@i-surance.de](mailto:recruiting@i-surance.de).