

Ärzte ohne Grenzen e.V.



Private regierungsunabhängige humanitäre Organisation

Student Assistant in the Project Management Office

City: Berlin; Starting date (earliest): 15/04/26; Duration: 1 year (with option of extend);
Remuneration: 15,10 Euro / h; Closing date: 23/03/26

Tasks

As a team member, you will support our projects on site—without being on site. You will take on the following tasks:

Support the PMO project manager with the implementation of a Human Resources project:

Provide administrative support to the project team (e.g., preparation, moderation, and follow-up of meetings)

Align planning documents, project calendar, and meeting minutes

Support the implementation of change and communication activities (e.g., drafting project communications, maintaining project information on SharePoint)

Compile and complete relevant documentation (e.g., logging and tracking key decisions)

Support the PMO analyst with project and portfolio reporting, administrative tasks, configuration of our project management software, team activities.

Requirements

- Enrolled as a student at an accredited university or higher education institution
- Demonstrated ability to work independently
- Proven capacity to process, analyze, and prioritize large volumes of information efficiently
- Initial experience in Human Resources or Project Management
- Solid knowledge in Office Suite or comparable applications
- English: fluent communication skills, with the ability to communicate effectively in complex professional contexts (C1)

What we offer

Hard facts

Salary: 15,10€ per hour + 13th monthly salary

30 days holiday plus days off on 24. and 31.12.

200€ bonus at the start of the employment

Life Balance

Flexible working hours

Mobile working with presence in our office depending on work requirements incl. technical equipment

Work from another European country for up to 6 weeks a year

Nice to have

Office: kitchens, fruit/snacks, drinks, modern equipment

Urban Sports Membership

Bicycle cellar

and much more

Trainings

Choice of various further training opportunities

Access to e-learning platforms

Offers/topic weeks on mental health, well-being and EDI

Application

Please apply here: <https://s.b-ite.com/967n9>

More information at <https://stellenticket.de/202344/TUB/>

Offer visible until 23/03/26

