

Expats In Wonderland GmbH - Relocation Team in Berlin

Expats In Wonderland

Berlin based relocation service, helping expats to move to Germany. Founded in 2017, we have been helping skilled workers, artists, freelancers, founders, families & students relocate successfully. Our team provides support in immigration processes, with housing search, insurance & more.

Working Student - Relocation Assistant

Expat Support Team (Fluent in English & German)

City: Berlin; Starting date (earliest): At the earliest possible; Remuneration: 16 €/Std.

Tasks

We're looking for a working student to join our small Berlin based team. From our office in Mitte, we support expats relocating to Germany to manage their bureaucratic procedures, providing administrative & communications support, as well as accompanying them in person to appointments, and providing guidance on their integration in Germany.

This is not a remote position, and team members are required to be physically present at our office in Berlin, Mitte, and also be available for occasional appointments at government offices in Berlin to accompany clients in person.

Requirements

- Fluent in both English (Near native level) and German (Native level fluency).
- Some experience in a customer facing or administrative role.
- Experience in office management, invoicing, billing, taxes a major plus.
- Experience in a government office a major plus.
- Calm, kind and effective communication skills dealing with a broad demographic of international clients.
- Exceptional attention to detail in administrative work.
- Strong technological skills - quick at learning new software tools and systems, plus competency with Google suite and writing AI prompts.
- Maintain calm under pressure, and operate quickly and efficiently.
- You must be a student!
- Personal experience of relocation can be a plus (but not essential)
- Sociable and multi-cultural - you love meeting new people from all over the world!

What we offer

- Working student offer of 20 hours per week as part of a small, closely knit team.
- Female led & family-run business with a flexible management structure.
- Discover the joy of relocation - helping people start new chapters in their lives - it's truly rewarding!
- Opportunities for professional growth & specialised training
- BVG card and Urban Sports Club (Small) membership.
- Opportunity to participate in and organise both team and client social events.
- Cosy office in Berlin, Mitte (Hackescher Markt / Weinmeisterstraße U-Bahn)

Application

Want to apply? Email us your CV and covering letter. Applications in German and in English are both acceptable.

More information at <https://stellenticket.de/202557/HTWB/>
Offer visible until 28/04/26

