

**WorkMotion Software GmbH**

We are a Berlin-based HR tech startup. We offer international hiring, onboarding, and human resource management products and services across 160+ countries for our clients.

**Working Student - Executive Assistant**

Berlin, Germany

City: Berlin; Starting date (earliest): At the earliest possible; Remuneration: Salary expectation to be shared by candidate

**Tasks**

Tired of the 9-to-5 grind? Imagine a World without borders, where opportunities are endless. That's the future of work, and we're building it at WorkMotion. Our all-in-one HR platform makes it easy to hire and manage global teams, ensuring compliance and streamlining processes. So whether you're a digital nomad or a remote-first company, we've got you covered. Ready to join the future of work? Let's build something amazing together.

Our Global Entity and Partner Infrastructure team is looking for a detail-oriented, highly organised, and motivated individual to join us as a Working Student - Executive Assistant on a part-time basis (20 hours per week). You will help us ensure that our global operating infrastructure and processes are working smoothly and efficiently.

What you will do:

- Contribute to the expansion and maintenance of WorkMotion's global operating infrastructure by supporting the set-up and ongoing operations of subsidiary entities across the globe
- Plan, prepare and orchestrate key signature processes (digital and physical) involving multiple internal and external stakeholders
- Coordinate and ensure clear communication with WorkMotion's senior leadership to make in-person appointments for signatures and other entity-related tasks
- Manage all aspects of document handling from end to end: receiving, forwarding, dispatching via postal services, legalizing (via notary), storing, and archiving both digital and physical documents
- Maintain accurate records and organized archiving systems for documents related to subsidiaries and company-wide operations
- Liaise with in-country partners and local authorities to support document sharing and meeting compliance requirements for global subsidiary entities
- Be involved in ad hoc cross-functional projects related to entity and partner infrastructure operations and process improvements
- Provide professional administrative support, including drafting memos, emails, and internal communications on behalf of the team and global entity directors

## Requirements

- Currently enrolled in a university degree program in Berlin and available to work on-site in Berlin at least 1 day a week
- Fluency in written and spoken English and German
- Excited and passionate about shaping the future of work and access to global talent
- Outstanding interpersonal, communication and collaboration skills with a team player mindset
- Detail and solution oriented with strong organizational and administrative skills
- Demonstrates ownership; ability to multitask and work effectively in a dynamic and deadline-driven environment
- Excellent professional standards, discretion, high level of confidentiality and sound judgement when handling sensitive information

Desirable (but not required):

- Previous experience in similar role would be a plus, e.g., in a role such as corporate support, administrative assistant, or executive assistant

## What we offer

- Global, remote, and thriving: We're a global team of talented individuals spread across 26 countries.
- Your well-being is our priority: We know mental health matters, which is why we offer a dedicated Well-Being Day—a full day off just to recharge and relax.
- Stay connected: Take part in exciting annual team meetups!
- Diversity is our superpower: We are proud to be an equal opportunity employer, committed to fostering a diverse and inclusive workplace.

\*Benefits vary depending on location due to local laws and regulations. At WorkMotion, we're proud to be an equal opportunity employer. If you need any accommodations during the recruitment process, just let our Recruitment Team on [Jobs@WorkMotion.com](mailto:Jobs@WorkMotion.com). We're here to support you every step of the way!

## Application

<https://apply.workable.com/workmotion/j/9415D0FCFF/apply/>

More information at <https://stellenticket.de/203288/FUB/>

Offer visible until 25/05/26

