

3D printing Startup is looking for an Executive Assistant (m/f)

Over the last three years, 3YOURMIND has developed 3D printing solutions that empower designers, architects and engineers to bring amazing products to life with the click of a button. Today our platform 3D-button.com offers state of the art 3D printing tools and high-end printers to customers in more than 20 countries – right in their browser. Being an innovative company with offices in the heart of Berlin (DE) and Wrocław (PL), we are passionate about what we can do and have fun while doing it. Help us to push the boundaries of this amazing technology to the next level and join our highly skilled team now.

As executive assistant you will perform a diverse range of administrative and financial duties requiring confidentiality, initiative and sound judgement. Besides administering the company's finances, you will coordinate and manage meetings, events and presentations. You will lecture texts, gather and complete background research and execute project work.

What we offer you:

- a young, dynamic & international company with skilled and motivated colleagues
- a diverse team with a mix of developers, 3D modellers, designers and businessmen
- access to the latest 3D printing technologies and printers in our 3D laboratory
- a modern workplace in the heart of Berlin
- a unique opportunity to transform your ideas directly into market changing products
- adequate payment

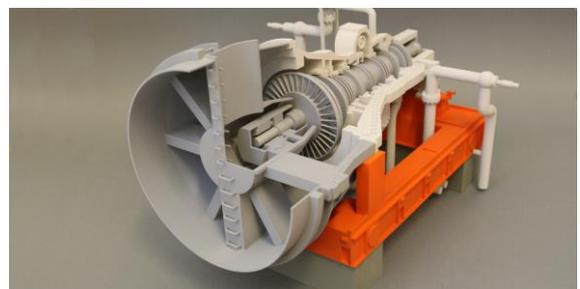
What you ideally have to offer:

- commercial education or business degree
- pleasant personality and good communication skills
- high level of proficiency in MS Office applications
- highly organised with the ability to work under own initiative and under direction
- team player with excellent interpersonal skills and a customer focused approach
- excellent attention to detail with the ability to work with a high degree of accuracy
- the ability to work both flexibly and under pressure

And also you are:

- fluent in German
- very good English language skills
- passionate and enthusiastic
- resourceful

**Grow with us to shape our company.
Send us your resume (English or German) with
some examples of experience you gathered.**



Siemens Steam-Turbine, printed in nylon and spray-painted