



To strengthen our team in Oberpfaffenhofen, we are looking for:

Team Assistant ESA BIC (f/m/d)

Who we are:

AZO Anwendungszentrum GmbH Oberpfaffenhofen is an international networking and consulting company for the EU Space programme. Here, at AZO, we assist companies with management & business consulting, market development and innovation advisory. These services, with focus on the space up- and downstream domains, include strategy and technology consulting, communication activities, as well as interdisciplinary project management for public institutions (European Commission (COM), European Space Agency (ESA), German Aerospace Center (DLR)).

AZO manages the most successful **ESA Business Incubation Centre (BIC) in Bavaria** (with five locations), **ESA BIC Northern Germany** and **ESA BIC North Rhine-Westphalia** with more than 200 incubated start-ups. As a proven leader in supporting European entrepreneurs, start-ups, and SMEs, AZO has a successful cooperation track-record with industrial and institutional partners, for and far beyond the space domain.

Your responsibilities:

- Administrative and organisational support in day-to-day business
- Taking over project parts
- Organisation of company and start-up events
- Audit of the use of funds of our start-ups – budget reviews
- Administrative support of the ESA Business Incubation Manager
- Internal and external correspondence
- Preparation of statistics, evaluations, and presentations
- Organisation and handling of other administrative tasks

What you should bring with you:

- Minimum 2 years of professional experience in the field of assistance/office management
- Interested in the space market startups/innovation/entrepreneurship/ etc.
- Independent and structured way of working



- Strong communication skills and stress resistance
- Organisational talent and willingness to work hard
- Very good time and self-management skills
- Willingness to work in a team
- Proficiency with all MS Office applications
- Very good written & spoken English

What we offer:

- Part-time work possible
- Direct cooperation with various project managers
- Interesting, responsible, and challenging job
- Individual development opportunities
- Work in an interdisciplinary highly committed, motivated, young team
- Modern work environment at an attractive location directly at the airport with a beautiful roof terrace
- And much more!

Interested?

If you are interested in this position, please send your digital application including motivational letter and CV to **Stefanie Herrmann**: stefanie.herrmann@azo-space.com. You may also include your LinkedIn or XING profile (optional).

Only complete applications will be considered. We look forward to getting to know you!

AZO Anwendungszentrum GmbH Oberpfaffenhofen

Claude-Dornier-Str. 1, Gebäude 401

82234 Weßling, Germany

www.azo-space.com