



BizLink is a global provider of connectivity solutions in the field of data and energy management. We provide solutions for industries following global megatrends such as electromobility, industrial automation, medical technology and data centers with cables and cable systems.

With flat hierarchies, short decision-making processes and a corporate culture based on entrepreneurial thinking and acting, we rely on bright and courageous people with whom we can actively shape the future.

Join us.

Management Assistant (Working Student) m/f/d

We are seeking a highly motivated and detail-oriented student to join our team **at Hanover**. This working student opportunity is ideal for students pursuing a degree in industrial engineering or business administration, who are eager to gain practical experience in a professional setting. As a Management Assistant working student, you will provide valuable support to our management team and contribute to various projects and initiatives.

Your tasks:

- Assist in the preparation of reports, presentations, and other documents for internal and external stakeholders.
- Conduct research on industry trends, competitors, and potential business opportunities.
- Collaborate with various departments to gather and analyze data for reporting and decisionmaking purposes.
- Support the planning and organization of company events, ensuring smooth execution and highquality experiences.
- Help maintain and update company databases, records, and files with accuracy and attention to detail.
- Assist in project management tasks, including progress tracking, deadline monitoring, and reporting.
- Maintain a high level of confidentiality and professionalism in handling sensitive information.
- Participate in meetings, take minutes, and distribute them to relevant stakeholders.
- Provide administrative support to the management team, including calendar management, meeting coordination, and travel arrangements.

Your talents:

- Current enrollment in a Bachelor's or Master's program in either industrial engineering, business administration, or similar.
 - Strong organizational skills with the ability to prioritize assignments effectively.
 - Excellent verbal and written communication skills in German and English.
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
 - Detail-oriented mindset with a focus on accuracy and quality in work.
- Proactive attitude with the ability to work independently and collaboratively in a team

- environment.
- Strong problem-solving and analytical skills.
- Adaptability and willingness to learn and take on new challenges.
- Previous experience in an administrative or office assistance role is a plus.

Our offer:

- Assignments with room for creativity in a motivated team
- Continuing training opportunities and career prospects within a highly successful and international group of companies
- Supportive working environment with short decision-making processes, flat hierarchies, and company events
- Attractive remuneration incl. tariff supplement, Christmas bonus, and holiday pay
- Employer contribution to a company pension scheme or AVWL
- 30 days of holiday plus additional paid leave for specific occasions
- Health promotion with modern and ergonomic workplaces

This is a 16h-20h/week position based in Hannover, Germany. We offer a dynamic and supportive work environment where you can apply your academic knowledge, gain valuable hands-on experience and contribute to meaningful projects. Ideally, you will work with us for at least one year. We can offer you the opportunity to

To write your thesis with us (subject to university guidelines and approvals).

What is next?

Your online application! We are looking forward to meeting you!



Contact us:

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BizLink