



# OFFICE ADMINISTRATOR

## SUMMARY OF POSITION

We're looking for an affable office administrator to support our team as we build foresight capabilities for some of the world's leading organizations. The office manager plays an integral role in the team – your support creates a welcoming environment for our team of consultants and our guests. As the key office contact, you create an atmosphere where our team can optimize productivity and satisfy clients' needs seamlessly. You bring your organizational skills to our team, thriving in a start-up like environment where creative problem-solving and self-direction are highly-valued.

## KEY TASKS & RESPONSIBILITIES

- Coordinating office-related onboarding and departure logistics
- Ensuring the office space is maintained to a high standard
- Resolving or triaging day to day office-related issues
- Tracking and resolving on-going maintenance and supplies
- Greeting guests and new staff members, embodying firm's friendly and welcoming culture
- Preparing for guests' arrival, providing a positive experience

## REQUIRED QUALIFICATIONS & EXPERIENCE

Ideally, you have the proven ability to:

- Manage and maintain the office space in a client-focused firm
- Anticipate and respond to needs around the office
- Organize people, tools, equipment, and other resources
- Take care of logistics in relation to meetings with clients or internal events
- Prioritize and execute multiple activities at once
- Excellent German (fluent or native, C2)
- Intermediate English (B1)
- Advantage: Eye for design and optimizing space
- You understand the needs of a rapidly growing firm and are not afraid to roll up your sleeves, take initiative, and get the job done.



## WHAT WE OFFER

We offer you the opportunity to:

- Create a welcoming environment – for our clients and us
- Live and work in Berlin, Germany
- Be a part of a multinational team of dedicated foresight professionals
- Enjoy the flexibility and opportunities of a start-up like environment

## SUBMISSION & CONTACT

The current opening is for a full-time position. The role requires minimum 50% time in the office.

If you would like to be considered for this position, please email us your CV and provide answers to the following questions:

- How have you played a role in the organization of an office space?
- How do you create a welcoming and professional environment?

Contact: Ulrike Hempel  
[recruiting@rohrbeckheger.com](mailto:recruiting@rohrbeckheger.com)

## FIRM PROFILE

With decades of experience in foresight consulting and research, Rohrbeck Heger is one of the world's premier strategic foresight consultancies. We build future preparedness, helping organizations across the globe to anticipate change and make the right decisions in highly uncertain environments.

Leveraging 15 years of experience in strategic foresight and building organizational future preparedness, we customize our services to meet our clients' needs for future-oriented strategy and innovation. We advise clients across industries – from energy and automotive to telecommunications and consumer goods – in how best to address and profit from disruption and transformational change.

*"We enable organizations to become future-prepared, to grasp emerging opportunities and mitigate threats, and to create a prosperous future."*