



Working Student/Trainee Coworking-Space Management & Event Management

Who are we?

Tink Tank is a provider of beautiful, high-quality and inspiring workspaces for teams of all sizes, with a focus on Corporate Coworking, such as Corporate teams, entrepreneurs, freelancers, growing start-ups, service providers etc. We open our first space in mid-January 2020.

We offer flexible membership options, services and benefits to our members so they can nurture their businesses in a workspace that offers a professional community.

We focus on innovative and state-of-the-art workplaces for a high-quality convenience and a network of experts to support our members so that they can focus on their growth and development.

With dedicated team-spaces, flex and fix workplaces, and drop-in options, in an inspiring and community-driven location, we are welcoming members from all industries.

We believe that collaboration leads to new and better ideas, increased work accuracy, improved productivity and the creation of more innovative solutions. True innovation can only prosper within an environment of collaboration and diversity. Working together in a community is the only healthy way to growth and happiness. We believe that sharing equals learning and life-long learning is the basis for a happy life.

Therefore, we create an innovative community and ecosystem where we connect, inspire and enable people to come together in a true collaborative environment.

We are hiring!

Are you a people-person who is both tech-savvy and loves communicating? Energetic and a big smile on your face? Tink Tank is looking for a working students (m/f) who loves to work and play hard.

This position is based in Heidelberg.

The main responsibilities include (not limited to):

- You are in the front row as contact person for our coworkers and visitors

- You coordinate, organize and manage the coworking space together with the team
- You support and connect the community onsite
- You plan, execute and follow up on events
- You manage mail, packages and other deliverables
- You are professional and makes sure that our coworking space always leaves an excellent impression on everyone we interact with
- Experience in marketing writing, social media etc

Critical competencies for success:

- You are an outgoing and friendly person
- You are customer-centric and service-oriented
- you love working with people and have a sense for what they need
- You have a proactive, getting the job done-attitude
- You are a practical, creative, fast thinker and able to deliver on your promises
- You can multi-task and are able to communicate with different types of members, visitors
- You are Familiar with digital work and all state of the art programs
- You are fluent in English & German, both written and spoken
- You are flexible. Our events sometimes take place in the evenings and weekends and we would love you to be part of this

Interested in more?

Contact:

jobs@tink-tank.de