



Boreal Light GmbH

Job Title:	Administration Assistant	Job Category:	Administration/ Non experienced
Department/Group:	Management	Job Code/ Req#:	03
Location:	Berlin	Travel Required:	Minimal
Level/Salary Range:	2500 Euro	Position Type:	Full time, office work
HR Contact:	Office	Date Posted:	28.08.2022
Will Train Applicant(s):	Hamed Beheshti	Posting Expires:	Open
External Posting URL:	NA		
Internal Posting URL:	NA		
Applications Accepted By:			
FAX OR EMAIL: Info@boreallight.com		MAIL: HAMED BEHESHTI Boreal Light GmbH Schichauweg 52, 12307 Berlin	
Job Description			
ROLE AND RESPONSIBILITIES <p>Boreal Light GmbH is more than just an industrial manufacturing company. It explores potential and eliminates suffering from the most needy ones, by providing water and electricity as the two most key elements of development in rural parts of the world. The company seeks someone ready to improve the work flow experience by ensuring professional customer service, and reporting.</p> <p>Offering a wage of 2.500 Euro per month, Boreal Light GmbH seeks a full-time administrative assistant who will grow with the company and enjoy serving those in the most unprivileged communities.</p>			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none">• Business• MBA• Administration			
PREFERRED SKILLS <ul style="list-style-type: none">• Professional writing in English, German (French and Spanish is a serious plus)• Dealing with long applications• Project reporting• Document organization• Professional excel work• Professional Microsoft word			
ADDITIONAL NOTES <ul style="list-style-type: none">• Be open to learn, be open to experience, taking risk and not afraid of challenges.			