



OFFICE ASSISTANT - MUNICH – 20h/Week

Ready to be part of the Legal Tech revolution?

As the leading SaaS publisher in Europe, DiliTrust is transforming legal departments worldwide with cutting-edge technology.

We are looking for a **working student** at our **Munich office** to assist in our office management for **20hs per week**.

Your tasks:

Administration and Office Operations

- Organize and maintain company records, documents, and databases.
- Receive, scan and process incoming mail.
- Manage office supply and oversee office maintenance and security.
- Coordinate office layout, seating arrangements, and workspace optimization.

Human Resources and Employee Support

- Assist with onboarding new employees and organizing orientation sessions.
- Function as a point of contact for employee inquiries regarding office policies.
- Support the HR department with administrative tasks such as payroll, contracts, benefits, and expense reports.
- Plan and coordinate team-building activities and corporate events.

Communication and Coordination

- Serve as a liaison between various departments and external stakeholders.
- Manage internal communications and distribute company-wide announcements.
- Schedule and coordinate meetings, travel, and logistics.

Profile required:

- Proficiency in MS Word, Excel, Outlook, and PowerPoint.
- You are reliable, structured, comfortable with multitasking and a fast learner.
- Fluent English and German.

Our values:

At DiliTrust, our values guide everything we do. **Trust** is our foundation, ensuring transparency and integrity in every action.

We promote **inclusion**, fostering a culture of empathy, diversity and belonging, where everyone's voice is valued.

We foster a **hands-on spirit**, encouraging initiative, resilience, and action-oriented thinking to meet challenges.

We strive for **excellence**, constantly pushing boundaries to drive innovation, and demonstrating generosity in all our endeavors.

Above all, we succeed as a **team**, united by a common goal: collaboration.

Recruitment process:

1. HR interview
2. Regional General Manager

Please send your application to romain.toffolon@dilitrust.com