

## **Working Student (Werkstudent/in) – Operation and Business Administration Manager**

ARQUIMEA ([www.arquimea.com](http://www.arquimea.com)) is an engineering company belonging to ARQUIMEA GROUP, with Headquarters in Madrid (Spain) and a subsidiary in Germany, specialized in the development and commercialization of electronic, microelectronic and electromechanical parts and systems for space and hi-rel applications, including smart actuators and mechanisms, sensing and monitoring systems, integrated circuits (IC) and robotic parts. At ARQUIMEA we rely on an intensive R&D activity to produce the most innovative products and technologies that are commercialized worldwide.

ARQUIMEA GROUP ([www.arquimeagroup.com](http://www.arquimeagroup.com)) is a Global Corporation formed by different companies sharing the same passion for technology. Our mission is to deliver useful technology everywhere. At ARQUIMEA GROUP, we think big, do the job and enjoy life.

We are looking for an ambitious and reliable working student for our Frankfurt (Oder) or Berlin office. The position is for a 20 hours week.

### **Your responsibilities**

- Support to general operations and business administration: accounting, taxation, bookkeeping and HR
- Support to R&D projects' application and justification
- Relations with customers, suppliers and public authorities
- Support to market research, business development and marketing activities
- Acting as a link between the Spanish Holding Corporation and the German subsidiary for all the matters related to the day-by-day running of the company

### **Your qualifications**

- You are currently enrolled as Bachelor/Master in Business Administration, Economics or an equivalent field of study
- Experience through prior internships or working student positions in a similar role is a plus
- You are native German speaker and proficient in English. Spanish is a plus
- You have effective strong communication (written and verbal) skills in the above languages
- You can work under limited supervision. You are willing to learn and take over responsibilities
- You have proficient knowledge in MS-Office
- You display confidence in your success and show a positive business attitude

### **Benefits**

- The working time is 20 hours per week and is flexible to fit with your university classes
- International work environment

### **Information & Applications**

If you are interested in this Position, please write an email with your CV and motivation letter to:

Ferran Tejada (CEO) – [ftejada@arquimea.com](mailto:ftejada@arquimea.com)