

QUINTUS STUDIOS

Quintus Studios is a value-creating video content agency. We successfully produce, finance, distribute and monetise video and TV content which supplies the world with the „triple E“: Explanation, Exploration and Entertainment.

Under one roof, Quintus combines a deep understanding of content and audiences in traditional TV as well as in the algorithm-led environment of digital video, access to thousands of hours of existing professional content, highly efficient production structures and an established international sales & buyers network. We act across all relevant video and media platforms around the globe.

Still, there is always room for improvement. That's why we are looking for you to support our team in Berlin as a

Team Assistent (part time / maternity cover) (m/w/d)

starting as soon as possible.

Your area of operations

As Team Assistent at Quintus you are the good soul in the office and assist the team in the daily work life. The team is a young, really nice group of currently 7 people. We have a beautiful office in Schöneberg and the atmosphere is relaxed and fun. Your core responsibilities as a team assistent are:

- managing the office needs and taking care that everything is available which is needed for a smooth and comfortable working day (e.g. working materials, coffee, fresh fruits,...)
- you coordinate appointments and travels, organize team events, etc.
- you assist the team with administrative things like sending out documents, managing back end assets, helping with monthly financial reports,...
- you assist the team with researches and the provision of information for clients and partners

Your Profile

One thing applies across all jobs at Quintus: If you are simply looking for a job, please apply somewhere else! We are looking for people who are fascinated by what they do and who are enthusiastic to move Quintus forward with their dedication and skills. For a team assistent we are especially interested in the following features:

- you love to be around people
- you are an open, helpful person who loves to organize and coordinate
- you speak and write fluent or even native english
- you are well organized and work with attention to detail
- you are familiar with administrating tools such as MS excel and others

What we offer:

- a relaxed, flexible, family-friendly and at the same time ambitious work environment
- a fair salary and
- an exciting and fun time

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All sounds amazing? Then please send over your cv and a cover letter describing who you are, what motivates you and why you are the best person for the job to:

info@quintus-media.com.

We are really looking forward to hearing from you!