

# Administrative Assistant (f/m/d) – U.S.

**Don't apply for just any job, apply for the job you deserve!**

OTRS is not only the world's leading provider of the open source help desk software, our career opportunities are also highly admirable! As creator and source code owner of the OTRS product suite we are looking for new team members. Become a part of OTRS and apply now.

As an **Administrative Assistant** on an international team, you are the first contact person in all issues of administrative tasks. More specifically, this means:

- You are responsible for handling of accounts payables and account receivables, such as Invoicing for OTRS Inc., Banking/payments/credit cards, Filing documents.
- Furthermore, general office administration such as travel bookings, data entry / filing, preparing documents and handling phone calls (inbound/outbound) to customers and/or vendors will also be part of your daily working routine.
- Administration of international OTRS trainings will also complement your tasks.
- If needed, you will also participate in translating, reviewing and checking documents for all OTRS subsidiaries.

## We offer:

- Diverse and exciting tasks with a wide range of individual responsibility and a high-level of independence.
- The chance to contribute and implement your own ideas.
- A dynamic, international team with strong team spirit and flat hierarchies.
- Modern work equipment (MacBook, etc.) as well as a great working atmosphere and regular team events.

## Your Profile:

Do you have a real **organizational talent** and a keen sense for **numbers**? Would you rather create Excel files than write a creative essay? Then this is the job for you! For other abilities that might be helpful, check the list below:

- You hold a bachelor's degree (or equivalent) and significant experience when it comes to maintaining books/payroll.
- You bring along a profound knowledge of filing taxes such as VAT, payroll tax, and income tax.
- Accuracy, attention to detail, and the ability to prioritize, organize, solve problems, and meet deadlines characterizes you perfectly.
- You are able to handle the MS Office Suite (Excel, Word) blindfolded.
- On top of that you bring along excellent English language skills. Spanish and German are beneficial.



**Are you interested?**

Please apply through email at [career@otrs.com](mailto:career@otrs.com)

**Further Questions?**

Contact us at +49 (0)6172 – 681988-51.