



## Management Assistant (Part-time, 75%)

**Workplace:** 418 32, Gothenburg

Apply online!

### What to expect:

- Provide administrative and organizational support to management and leadership teams
- Support daily business operations, meeting coordination, calendar management, and travel arrangements
- Assist in HR-related activities such as onboarding/offboarding, personnel documentation, time reporting, and coordination with HR departments
- Support basic finance-related tasks including invoice handling, purchase orders, cost tracking, and budget follow-up
- Prepare presentations, reports, and management documentation
- Support internal communication and coordination between departments (engineering, HR, finance, project management)
- Assist with data collection and reporting related to headcount, costs, and operational KPIs
- Support compliance with internal processes, policies, and documentation standards
- Act as a reliable point of contact for internal and external stakeholders

### What you bring along:

- Experience in an administrative, management assistant, HR support, or finance support role is an advantage
- Basic understanding of HR processes (personnel administration, onboarding, reporting)
- Basic understanding of finance topics such as invoicing, cost control, and budget tracking
- Structured, detail-oriented, and reliable working style
- Strong organizational and time management skills
- Good communication skills and ability to work in a cross-functional environment
- High level of discretion and professionalism when handling confidential information
- Proficiency in MS Office (Excel, PowerPoint, Word); experience with ERP or HR systems is a plus
- Fluent in Swedish and English, written and spoken
- German language is considered a big advantage

**This role is initially offered as a part-time position (75%). Depending on business needs and performance, there is a possibility to transition to a full-time position in the future.**

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#### What we offer:



Flexible working hours



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Team-oriented work



#### Contact:

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