

Stellenangebot vom 16.12.2025

Office Manager

Fachrichtung:	sonstige
Art der Beschäftigung:	Vollzeit
Eintrittsdatum:	ab sofort
PLZ / Ort:	22761 Hamburg
Land:	Deutschland

Firmendaten

Firma:	InnoGames GmbH
Straße & Hausnummer:	Friesenstraße 13
PLZ / Ort:	20097 Hamburg



Job-Beschreibung

Join us as Office Manager and be the organizational heartbeat of our Office Services team! You ensure our daily operations run smoothly and provide crucial support to your colleagues, allowing everyone to focus on creating great games. From managing complex travel itineraries to handling administrative projects, you are the reliable force that keeps our team on track.□

Your mission

- **Operational Backbone:** You support the Office Services team in daily operational tasks and act as a reliable contact person for internal administrative inquiries.
- **Travel Management:** You are responsible for our travel online booking engine, assisting our employees with their bookings, travel guidelines and expense topics. You organize group bookings, offsites and conference travels. .
- **Administrative Support:** You assist with invoice management, contract filing, and general correspondence, ensuring our documentation is always up to date.
- **Vendor Coordination:** You communicate with and coordinate external service providers and suppliers to ensure smooth facility services and timely deliveries.
- **Procurement:** You handle the ordering of office supplies, hardware, and team equipment, keeping a close eye on stocks and budget.
- **Event & Project Assistance:** You assist in organizing team events and support special projects within the Office Services department.
- **People support:** You assist our People & Culture team by booking external trainings and conferences as well as helping with on- and offboardings.

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Your skill set

- **Experience:** You have completed commercial training (e.g., Office Management, Hotel Management) and bring 3+ years professional experience in an assistance or administrative role.
- **Travel Savvy:** You have experience with travel management or booking processes and know how to organize efficient itineraries.
- **Organizational Talent:** You love structure and have a knack for prioritizing tasks; you stay on top of things even when handling multiple requests at once.
- **Communication:** You possess strong communication skills in **German and English** to interact confidently with both local German vendors and our international colleagues.
- **Service Mindset:** You approach tasks with a proactive, solution-oriented attitude and enjoy supporting others to succeed.
- **Digital Proficiency:** You are fit in MS Office and generally tech-savvy, ready to work with our internal tools like Jira or procurement systems.
- **Forward Thinking:** You are creative and like to think outside the box. You look beyond the obvious, question the status quo, and are eager to find new paths if old ways of doing things are no longer effective.

Your power-ups

- **Learning opportunities.** Level up with excellent training and development opportunities, such as e-learning, hard- and soft-skill trainings from our InnoVersity or industry conferences.
- **Outstanding benefits.** Get 28 vacation days, a sabbatical, mobile device, contribution to your public transport ticket, and more.
- **Compensation & Fair Play.** As a company, we value fairness and transparency, which is why we aim to have public salary grids for as many positions as possible. The prerequisite for a defined salary grid is that at least six employees share the same career model. As this specific role is a rather unique function, we regularly review its salary range based on market data as well as your level of seniority. Your seniority level (junior, regular, senior) will be evaluated during the interview process.
- **Food & drinks.** We offer free drinks and fresh fruit to contribute to your health and well-being; enjoy the meals prepared by our in-house canteen or cook on your own in one of our employee kitchens.
- **Dynamic people.** Work in an agile multicultural team – enabling you and your team to form and actively optimize work processes.
- **Creative processes.** Feel comfortable in an atmosphere that empowers creative thinking and strong results.
- **Team of specialists.** Shape the success story of InnoGames and be a part of our international team of professionals in a stable growing company and award-winning employer.
- **Company events.** Participate in regular company events, e.g., wine tasting, cooking, paintball, barbecue together on our rooftop terrace.

InnoGames is one of the leading German developers and publishers of mobile and browser games and a certified Great Place to Work®. The Hamburg-based company was founded in 2007 and is now part of Modern Times Group (MTG). Together with about 350 employees

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from 40 nations, the company founders develop unique games that provide many years of fun for millions of players around the world. InnoGames is best known for Forge of Empires, Elvenar and Tribal Wars, but the company is continually expanding its now 10-game portfolio across platforms and genres. Most recently, InnoGames launched Heroes of History, a novel mix of city builder and hero collection RPG and Cozy Coast, a feel-good beach adventure with elaborate merge-2-gameplay and a captivating story. Excited to start your journey with InnoGames and join our team as an Office Manager? We look forward to receiving your application as well as your salary expectations and earliest possible start date through our online application form. Sandra Wandschneider would be happy to answer any questions you may have.

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