

## WE SEARCH FOR A

### Assistant:in Administration/Human Resources/Marketing (m/f/d)

We develop the electro- mobility technology of tomorrow! Our revolutionary multi-level power electronics is mounted directly onto the battery pack of an electric vehicle and enables a completely new degree of freedom as well increases the battery-lifetime. With our easy-to-integrate technology, we improve the design, safety, reliability, cost efficiency and handling of battery storage systems.

To carry our vision efficiently and purposefully into the world, we are looking for an Assistant in Administration/Human Resources/Marketing (m/f/d) as soon as possible. In this position, you will play a key role in managing a wide range of administrative activities at BAVERTIS.



#### Your Tasks:

- Planning and coordination of appointments
- Creating job postings and selecting applicants and initial interviews
- Creating posters, films and podcast
- Managing and ordering office supplies and consumables
- Organization of travel, trade fairs, seminars, etc.
- Commissioning and coordination of partner companies and service providers

#### Your Profile:

- You have a degree or completed training in a business-related field or, alternatively, have relevant professional experience
- You have a very good command of German and good written and spoken English
- You have organizational talent and commitment
- You have a quick perception and are very reliable
- You can work independently and are flexible and creative

#### Application:

If you want to revolutionize the power electronics of electric vehicles, please send us your application to [manuel@bavertis.com](mailto:manuel@bavertis.com) and check out our webpage [bavertis.com](http://bavertis.com)

Cheers,  
BAVERTIS-Team

