

Film moves, enchants, inspires... at SERU we experience this every day.

With a passion for image, quality and perfection, SERU Animation is an integrated film production service provider for international feature film and TV productions in the field of animation.

Our team of currently 34 full-time and freelance employees works closely together across several locations to produce stories that inspire.

For our studio in Ludwigsburg, Germany, we are looking to expand our team with a Team Assistant (m/f/d) on a full- or part-time basis as soon as possible.

The following tasks await you on site!

- You will be the first point of contact for co-production partners, visitors, guests and suppliers - by phone, in writing and in person.
- You will be responsible for studio management (e.g. ordering and managing office supplies, drinks, etc.).
- You support all administrative and organisational tasks in office management
- You will manage the press materials and the press archive
- You will prepare meetings in the house and make sure that our visitors feel comfortable in the house (flowers, coffee, etc.)
- You support with travel planning and booking
- You will prepare funding applications, collect the necessary documentation and work with the producer
- You take care of preparatory accounting activities (address incoming invoices internally) and support the preparation of accounting processes for film productions
- You will take care of the filing and administration of contracts

Required Skills

- You have professional experience in office management and a corresponding education in this field
- You have a professional, engaging and confident manner, as well as good manners and a friendly disposition.
- You have good PC skills (MS Office, especially Outlook, Word, Excel and PowerPoint)
- Du bist kommunikationsstark (mündlich wie schriftlich) You are a strong communicator (verbal and written)
- You are structured, committed, organised and flexible
- You have a good understanding of planning, controlling and numbers
- Your independent way of working is particularly characteristic of you.
- You have good English skills

What you can expect:

- You can expect a varied and exciting job with plenty of room for your own ideas and involvement
- We value respectful interaction and open communication
- A friendly team and short decision-making processes
- Good connections to public transport

The position is initially limited to one year. In case of a positive development, we would be pleased to make a permanent offer at an early stage. Further development opportunities and promotion prospects within the company are given.

If you would like to become a member of a committed team at SERU Animation, we look forward to receiving your application. Please submit your complete application documents (CV, cover letter, references, indication of the next possible starting date) by e-mail **jobs@seru.film**. Our contact person for your application is Sylvia Ortmann.