



**Great things** in business are never done,  
by one person,  
they are done by a **team of people!**

~ Steve Jobs

## Join the anuwo-Team and take the next step!

To strengthen our team, we are seeking:

### Team-Assistant (m/w/d)

#### Who is **anuwo**?

For 13 years, we have been supporting companies from all industries worldwide in transforming their SAP system landscapes. With our specialization in archiving, we advise our customers from a technical perspective and pursue a **new approach to think archiving** that bridges the gap between business departments and IT.

From strategic planning and technical migration to the optimization of complex archive landscapes — **we move archived data and documents** — and organization is key!

#### What awaits for **you**?

- **Communication interface** and contact person for customers and business partners
- Responding to, forwarding, and **coordinating** all internal and external inquiries
- **Supporting colleagues** in all important administrative and organizational matters (e.g., travel arrangements)
- **Commercial activities**
- Collaboration on **internal projects** and the further development of internal processes
- **Focusing** the range of tasks on **your individual strengths and potential**

#### What **you** should bring to the table?

- **Organizational skills** and a high degree of initiative
- Strong knowledge of **business processes, assistant or secretarial work**
- Very good written and spoken **German and English skills**
- Very good knowledge of **MS Office (especially Word, Excel, and PowerPoint)**
- **Completed commercial vocational training** or equivalent professional experience

## What makes **you** special!

- **Analytical thinking:** Ability to quickly grasp complex technical relationships and develop sound solutions
- **Accuracy:** High level of care when handling data, processes, and documentation, especially during migration and archiving
- **Initiative and sense of responsibility:** Ability to work independently and willingness to take on responsibility
- **Structured and solution-oriented approach:** Efficient approach even in challenging project situations

## What we can offer **you**!

- A **friendly working environment** and personal workspace
- **Short decision-making processes** and flat hierarchies – communication on an equal footing
- Your chance to **shape and contribute:** Everyone is free to develop their full potential with us – your input is important to us, because that's the only way we can grow together!
- A **diverse team** awaits you – we support each other and develop new ideas together on site
- **Flexible working hours:** Whether you're an early bird or a night owl – **together on site** at our office in Speyer
- **Technical equipment** (laptop and company cell phone)
- **Competitive** salary
- Free drinks and fruit, cooking together

## Sounds **interesting**?

Then we look forward to receiving your application and getting to know you!

Please send it by email to: [jobs@anuwo.de](mailto:jobs@anuwo.de)  
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For more information: **[www.anuwo.de](http://www.anuwo.de)**