



Trophic Communications

Office Manager (m/f/d) – Part-time

Location: Munich, Germany

About Us

We are a founder-led communications agency specializing in biotech and life sciences. We work with clients across the sector, from emerging biotech companies to established international organizations, helping them communicate complex science clearly and effectively.

Our team is small, international, and collaborative, with a strong focus on quality, trust, and practical support for each other. As we continue to grow, we are looking for someone who can help us keep our office, operations, and internal processes running smoothly.

The Role

We are looking for a proactive and detail-oriented **Office Manager** to help keep our day-to-day operations running smoothly and create a welcoming, well-organized, and safe working environment for our team.

This is a hands-on role with a broad scope across office management, administration, basic IT coordination, internal events, travel booking, onboarding support, and general operational support. You will work closely with HR, Finance, Legal, leadership, and external service providers, making sure the practical side of the business runs efficiently and reliably.

Your Responsibilities

Office Operations and Administration

- Manage day-to-day office operations and help ensure the office is well-organized, properly equipped, and running smoothly.
- Oversee office supplies, equipment, procurement, deliveries, and general vendor coordination.
- Act as the main point of contact for office-related service providers, building management, cleaning services, maintenance providers, and other external partners.
- Support a positive and professional office environment, including meeting rooms, shared spaces, desk setup, kitchen areas, and general office standards.
- Handle receipts, expense documentation, filing, and other administrative tasks.
- Maintain office records, supplier contacts, contracts, and documentation in an organized way.
- Support improvements to office processes and daily operations.

Events, Travel, and Team Coordination

- Coordinate company events, workshops, trainings, and offsites.
- Support event planning, including venue research, catering, invitations, materials, logistics, setup, and follow-up.
- Coordinate business travel arrangements, including flights, trains, hotels, transfers, and travel itineraries.
- Support employees with travel questions, booking changes, cancellations, and travel documentation.
- Work with Finance on travel expenses, receipts, invoices, and reimbursement documentation.

Onboarding and Employee Support

- Support HR with practical onboarding, including workspace preparation, equipment coordination, welcome materials, office access, and first-day logistics.
- Coordinate laptops, phones, software access, office keys, and other equipment in cooperation with HR, Finance, and external IT providers.
- Support offboarding logistics, including equipment returns, access changes, and office-related administration.
- Act as a friendly point of contact for employees on office-related questions and practical support needs.

IT Coordination and Workplace Safety

- Serve as the first point of contact for basic IT troubleshooting, including laptops, Wi-Fi, printers, meeting room equipment, and other office technology.
- Coordinate with our external IT service provider to help ensure technical issues are followed up and resolved.
- Maintain an accurate inventory of IT equipment, office equipment, and software licenses.
- Support the rollout of new tools, systems, or equipment.
- Help ensure office equipment and shared technology are used responsibly and securely.
- Act as the internal point person for workplace safety topics in coordination with HR, building management, and external providers.
- Help maintain a safe, clean, and functional office environment, including basic checks of workspaces, first-aid materials, emergency information, and office facilities.

Support for HR, Finance, Legal, and Leadership

- Work closely with HR on onboarding, offboarding, employee documentation, office policies, workplace safety, and employee experience topics.
- Support Finance with receipts, invoices, vendor coordination, and expense documentation.
- Provide light Executive Assistant-style support where needed, such as calendar coordination, meeting scheduling, visitor coordination, travel planning, and follow-up tracking.
- Support internal communication around office updates, operational changes, events, and practical employee information.

What We're Looking For

We are looking for someone who enjoys creating structure, solving practical problems, and supporting a team in a hands-on way.

You should bring:

- Experience in office management, team assistance, operations, administration, executive assistance, or a similar role, ideally in a small, growing, international, or fast-paced company.
- Strong organizational skills and the ability to manage several topics at the same time.
- A practical, solution-oriented mindset and the ability to work independently.
- Strong interpersonal skills and a warm, service-minded approach when working with colleagues, vendors, and external partners.
- Experience with event coordination, travel booking, vendor management, and general office administration.
- Familiarity with basic IT coordination, including laptops, Wi-Fi, printers, meeting room technology, and working with external IT providers.

- A general understanding of data protection, information security, confidentiality, and responsible handling of company information.
- Confidence working with Microsoft Office and digital tools, with the ability to learn new systems quickly.
- Fluency in written and spoken English and German.
- A calm, dependable, and hands-on working style, especially when priorities change or practical issues need quick attention.

Why Join Us?

This is a great opportunity for someone who enjoys being at the heart of a small, growing, international team and wants to help shape how our workplace runs day to day.

As Office Manager, you will have a visible and valued role in the company. Your work will directly support the team, improve internal processes, and help create a welcoming, well-organized, and safe working environment.

We are a collaborative and hands-on team, so this role is well suited to someone who enjoys variety, takes ownership, and likes making practical improvements that have a real impact. You will have space to bring ideas, build structure, and help us make the office experience smoother for everyone.

If you are looking for a role where no two days are exactly the same, where your contribution is noticed, and where you can grow alongside the company, we would be happy to hear from you.

Benefits & Perks

- 30 vacation days per year.
- Flexible working hours and a hybrid working setup.
- Central office location with a collaborative and welcoming team environment.
- Monthly mobility support through the MVG Jobticket.
- Wellpass membership contribution.
- Company pension support after successful completion of probation.
- Regular team events and opportunities to connect with colleagues.
- Mental health support and access to internal wellbeing resources.
- Dog-friendly office.
- A hands-on role with room to bring ideas, improve processes, and help shape how we work as we grow.

How to Apply

Send your CV, including your earliest possible starting date, salary expectations and preferred working hours to **Jennifer Kamp** at careers@trophic.eu.