



..... mindset invest

Would you like to work in an innovative company in the heart of Hamburg?

MindSet Invest GmbH is a Hamburg-based holding company. Our extremely fast-growing company is responsible for the areas of financial accounting, HR and administration across the holding and its subsidiaries.

Our subsidiaries, PlantaCorp GmbH and LipoCraft Germany GmbH, are well known world-wide for revolutionising the food supplement market with our proprietary liposomal ingredient encapsulation technology.

MindSet Invest's goal is to make our modern and innovative liposomal technology available to everyone.

To get closer to our goal, we are looking for a:

OFFICE MANAGER

Full-time, 40 hours (f/m/d)

Tasks:

- daily control of the premises for order and cleanliness
- communication and close cooperation with our external cleaning company
- supervision of the conference rooms and kitchens
- correspondence and appointment coordination
- reception duties (telephone service, door)
- mail processing as well as administration of documents and contract documents
- ordering consumables and office supplies
- planning, coordination and implementation of company events
- contact person for employees and external persons
- supporting the HR team with various administrative tasks and smaller projects

Required qualifications:

- completed training in the commercial sector, hotel industry or gastronomy would be an advantage
- first experience in the reception area or office management desirable
- very good knowledge of German and good knowledge of English written and spoken
- organisational talent and a structured way of working
- hands-on mentality and flexibility
- professional handling and tactfulness towards colleagues and external contacts
- quality awareness and a strong service mentality
- communicative and friendly manner

Mutual respect, reliability and self-initiative are a matter of course for us.



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Benefits

We offer you a challenging job in a varied environment. In our very innovative and dynamic company that is on a strong growth path, you will have the opportunity to implement your own projects and thus develop yourself personally. With the right self-commitment, everyone has the chance of more responsibility.

Curious? Then we look forward to receiving your electronic application at:

jobs@plantacorp.com



Cindy Scharf

Director of HR & Accounting

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www.actinovo.com | Liposomes – A new Era of Supplements.
www.plantacorp.com | Producer of Liposomal Supplements in
Germany. PlantaCorp is ISO 22000 and GMP certified.

About us

PlantaCorp is an ISO 22000 and GMP-certified producer of liposomal supplements based in Hamburg, Germany. Our unique encapsulation technology offers other companies the opportunity to build a business in quality food supplements.

<https://www.plantacorp.com/>

In April 2015, we developed our own distribution brand, ActiNovo. Through ActiNovo, we offer liposomes as a revolutionary dietary supplement transport system to a global audience. These are up to 46 times more bioavailable than conventional tablets, pills and oils.

<https://www.actinovo.com/>

Through our daughter companies, MindSet Invest GmbH is fulfilling a dream: Making high-quality, highly effective dietary supplements from a reliable source available to everyone, at a fair price.