

GAF AG is an internationally successful company that specialises in cross-platform geoinformation solutions and the development of innovative earth observation applications. In addition to receiving and procuring satellite-based earth observation data, GAF holds a leading position in the areas of data processing and geo-consulting due to its 40 years of expertise. With an international and interdisciplinary team of experts, GAF sets standards for geospatial consulting, cloud- and AI-based data analysis, and satellite-based monitoring of the environment and natural resources in Europe and around the globe.

To further strengthen our team at our **headquarters** in **Munich**, we are now currently seeking a committed

Office Manager for Reception and Preparatory Accounting

In our reception area, you'll be the first person our guests and suppliers meet – and your warm, professional presence will set the tone for every interaction. You'll take ownership of a wide range of internal services that keep our daily operations running smoothly, working closely with both colleagues and external partners. Beyond your front-desk duties, you'll also support our finance team with essential preparatory accounting tasks.

Expect an open, collaborative workplace in a dynamic and international setting where your contributions truly matter.

Reception & office coordination responsibilities:

- Answering and directing phone calls, managing incoming/outgoing mail and courier deliveries
- Greeting visitors and coordinating hospitality arrangements
- Organizing business trips and visa procurement in collaboration with our travel team
- Monitoring and restocking office and kitchen supplies
- Managing our company apartment: planning occupancy, ensuring equipment needs are met, maintaining standards (with support from our building technician)
- Supporting the onboarding experience by introducing new team members to our office systems and culture
- Coordinating with our cleaning services for both the office and company apartment

Your tasks in the area of preparatory accounting:

- Recording and entering incoming invoices into our ERP system
- Handling petty cash and related documentation
- Assisting with travel expense reporting

Your profile:

- ✓ Completed commercial vocational training or equivalent qualification
- ✓ Initial experience in office management or as an executive assistant is an advantage
- ✓ Structured, self-reliant and solution-focused working style
- ✓ Friendly, professional demeanor paired with a strong sense of teamwork
- ✓ Excellent communication and organizational skills
- ✓ High level of reliability, discretion, and dedication
- ✓ Willingness to handle routine tasks competently while staying open to new responsibilities
- ✓ Genuine interest in improving and optimizing existing workflows
- ✓ Confident user of standard MS Office applications
- ✓ Very strong command of both German and English (written and spoken at CEFR level C1–C2)

Desirable knowledge:

- ✓ Knowledge of another foreign language (e.g. Italian or Spanish)
- ✓ Class B driving licence

What to expect:

- A responsible and varied role in one of Europe's leading geo-information companies
- Comprehensive support in familiarising yourself with your professional role
- Training and development - because your experience and knowledge count
- A respectful, friendly and modern working environment in a multi-national team of committed colleagues and a leadership style based on trust
- An attractive location with perfect public transport connections and great options for outdoor and recreational activities in the direct vicinity
- Various additional benefits, e.g. public transport contribution (job ticket), company pension scheme (optional), travel health insurance (worldwide), occupational health management, and much more

Further information:

Full-time, 40 hours per week and starting as at the earliest possible date.

Initially limited to 2 years, with a subsequent option for a permanent contract.

Have we aroused your interest in this position?

Then we are looking forward to receiving an application from you, including a cover letter and CV together with any other useful supporting documents, and stating your (gross) salary expectation and earliest availability. Please send your application to recruiting@gaf.de, stating „**Office Manager**“ in the subject line.

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