

## Project Manager / Assistant (m/f/d)

### Who are we?

X41 D-SEC GmbH is dedicated to high quality security research, application security services, penetration tests, and red teaming. Together, we help our customers secure their digital environment. As a multinational team with an informal atmosphere, flat hierarchies, and a deep technical focus everyone is empowered to be a key decision-maker. Join us and help define X41.

### Who are we looking for?

We are offering the position of *project manager and assistant*, who will perform administrative management tasks, and work closely with our director, available from November 2022. Your responsibilities are:

- Assisting the administrative department with clerical duties, such as organizing work and event schedules with internal and external stakeholders
- Processing work orders, organizing invoices, and assisting admin staff with payroll
- Manage the progress of a project and participate in the technical team meetings, create agendas, and attend meetings to record and distribute minutes
- Maintain communication with stakeholders and customers while managing expectations
- Maintain goals and policies and uphold them during a technical project
- Keep in close contact with the team members and understand their roles, responsibilities and needs
- Ensure that hardware and software is available or acquired as needed, so the technical team can perform their duties in an optimal way

## What are your requirements?

From a candidate we expect the following skills:

- Excellent time management and organizations skills
- Lateral thinking and a proactive self-managed approach to predict upcoming challenges and solve
- Excellent communication skills in English - German is a plus
- Experience managing and motivating people and holding them accountable for their goals
- High school diploma or equivalent

## What do we offer?

We are a small, multinational, and diverse team that works closely together. This is an engineering position, but we also offer a possibility of growth depending on your skill and affinities. At X41 you will find:

- Competitive compensation package
- Multinational team dedicated to bleeding edge security research
- Flexible and family friends work environment that puts humans first
- Remote work opportunities
- Personal development through access to international conferences, other domains, and an upcoming environment that is growing fast

## Contact

Send an e-mail to [info@x41-dsec.de](mailto:info@x41-dsec.de) with your CV and other relevant information that may be interesting to us. We will get back to you and, if there is a match, schedule an introductory interview to get to know each other better.

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