

Project Manager And Assistant (m/f/d)

Location: Preferably on-site in Aachen (Germany), but remote possible

X41 D-SEC GmbH is dedicated to high quality security research, application security services, penetration tests, and red teaming. Together, we help our customers to 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.

We are offering the position of a project manager and assistant, who will perform administrative management tasks, and work closely with our director, available starting from July 2023.

Responsibilities:

Project Management:

- * In charge of client communication, attending meetings, taking notes, setting up and processing work orders.
- * Manage the progress of a project and participate in the technical team meetings, create agendas, and attend meetings to record and distribute minutes
- * Define and maintain goals and policies and uphold them during the course of a technical project in coordination with the Technical Team Lead.
- * Sending out the invoices to clients and following up on payments

Administration:

- * Organizing work schedules in coordination with the project leads
- * Assisting the accounting team with basic payroll, taxes and archiving duties
- * Assisting with the onboarding process of new personnel and provide office-related training
- * Overseeing and interpreting the company's administrative policies and procedures

Personal Assistant:

- * Monitoring relations with external stakeholders, researchers, non-profit partners, vendors in name of the Directors
- * Keep close contact to the team members and understand their roles, responsibilities and needs
- * Coordination of resources, such as personnel, equipment and materials, to ensure they are available as needed for project activities. Resolve scheduling conflicts in coordination with the Directors.

Event Management and Communication:

- * Organize the yearly company events (Summer BBQ, Christmas dinner,...)
- * Coordinating the participation of the company to different security conferences: arranging travel, hotel, itinerary and poc with the conference organizer.
- * In charge of the company marketing materials (company relations gifts, branded marketing materials,..)

Our ideal candidate has:

- * **Strong organizational skills:** you have the ability to manage schedules, orders, invoices, project progress without losing attention to details
- * **Excellent communication skills:** you are proficient in English (written and verbal) and have a feel for interaction with people. (Knowledge of German is a plus)
- * **Project management experience:** you are capable of overseeing projects, coordinating team meetings, creating agendas, documenting minutes. You can drive other people and ensure accountability.
- * **Interpersonal skills:** you foster a collaborative work environment and bring positive vibes to the company.
- * **Problem-solving:** you have the ability to identify and resolve issues in an independent and efficient way.
- * **Flexibility and adaptability:** you have the capacity to handle multiple tasks simultaneously and adapt to changing priorities
- * **Attention to confidentiality:** you respect the sensitive and confidential nature of the information you encounter while handling admin and project-related tasks.

Nice to have:

- * Tech-savviness or interest in IT security
- * Living close to Aachen
- * Familiarity with invoice management and basic financial principles

We offer:

- * **Competitive compensation:** based on your experience and skills
- * **Professional development opportunities:** time and resources to spend on training programs, workshops, conferences, and certifications
- * **International work environment:** be part of an international team of security experts
- * **Work-life balance:** positive and inclusive workplace that supports flexible work arrangements, allowing employees to maintain personal commitments.
- * **Emphasis on work quality:** strong company reputation with high-level clients.

Contact:

Please send your qualified resume to info@x41-dsec.de