

Office Manager (m/f/d)

Hamburg, Full Time

Any e-commerce seller with cross-border business knows the central challenge of having to pay VAT in other countries. **Taxdoo is the first API platform to automate international VAT compliance.** We help e-commerce sellers to effortlessly scale their cross-border business without having to worry about tax issues.

We started Taxdoo in 2016 and have since become the digital champion of VAT with the support of top VC investors. As an **office manager (m/f/d)**, you help us organize our daily business and help the support team tackle our customers' challenges.

YOUR TASKS

- You take care of recurring office organization tasks
- You handle the official communication with our international VAT partners
- You help our support team with various issues
- You are the first contact for customers, partners, and all other interested parties
- You support the accounting team in handling invoices and travel expenses

YOUR PROFILE

- You have completed vocational training in the administrative field or a similar qualification (e.g., "Bürokauffrau/-mann")
- You are fluent in German and have advanced English skills
- You are empathetic and enjoy helping others in difficult situations
- You have a hands-on mentality and are not afraid to pick up the phone

WHAT YOU CAN EXPECT FROM US

- Dynamic and motivated colleagues that work together in interdisciplinary teams
- A front-row seat in e-commerce and the international VAT industry
- An open culture that explicitly fosters feedback
- A flexible work schedule, attractive compensation packages, and a stylish office in the center of Hamburg next to the "Jungfernstieg"

We are looking forward to your application!

Please send your CV along with your earliest start date and salary expectation to Christian Königsheim at jobs@taxdoo.com. If you have any questions, feel free to call us at +49 (0) 40 3688 145-0.