

Working Student - Office Management (m/f/d)



PERGOLUX is a fast-growing company shaping the future of outdoor living solutions. With a passionate and international team, we combine smart technology, sleek design, and best-in-class customer experience. As we continue to expand, we are looking for a motivated working student to support our Fulda office management and ensure smooth daily operations.

We make the dream possible. Be part of our dream team!

Your tasks:

- Oversee daily office operations and ensure a well-organized workspace
- Support administrative tasks such as scheduling, helping employees
- Coordinate office supplies and inventory management
- Welcome and assist visitors, vendors, and new employees
- Help organize company events, team activities, and internal meetings
- Act as the first point of contact for employees regarding office-related topics

Requirements:

- Current university student in business, administration, psychology, or a related field
- Strong organizational skills with attention to detail
- Friendly, proactive, and service-oriented personality
- Good communication skills in English; German skills are a plus
- Comfortable with digital tools such as Google Workspace, Slack, and Excel
- Available to work 10–20 hours per week in Fulda

Benefits:

- An international work environment
- Flexible working hours adapted to your study schedule
- Free drinks and snacks
- Opportunities to take ownership of projects and contribute ideas
- A supportive team culture with flat hierarchies
- Regular team events and employee perks



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