

Grow with us. Join **Fairmas!**



Fairmas GmbH is a hotel software company that specializes in web-based financial planning, controlling and management reporting solutions. Since our founding in 2003 in Berlin, our team of around 80 professionals - ranging from hoteliers and IT experts to individuals with diverse backgrounds - has been dedicated to serving over 18,000 users in more than 5,500 hotels worldwide.

We take pride in delivering exceptional service, built on years of industry expertise. At Fairmas, our company culture is defined by transparency, mutual respect, and team spirit. For us, work-life balance isn't just a buzzword - it's a cornerstone for fostering long-term motivation and creativity. We firmly believe that our employees are the driving force behind Fairmas. Their ideas and contributions actively shape our company's future.

To support our team at our headquarters in Berlin, we are currently looking for a

Team Assistant Business Development all genders, part time (min. 25 hours/week)

Your new role

Are you a well-organized and reliable person who enjoys working in an international environment? Then you are exactly who we are looking for. Working closely with our Business Development team, you will ensure smooth processes with your structured and responsible approach.

- ▶ Careful preparation of offers and contracts, including price calculations, using templates and supporting tools
- ▶ Maintenance and reliable updating of customer data and documents in our CRM system
- ▶ Independent contract management, including tracking returns and forwarding documents to relevant departments
- ▶ Professional communication with existing and potential customers – you will be our friendly voice to the outside world

What you bring

- ▶ A completed professional qualification – ideally in the hospitality or commercial sector
- ▶ Proficiency in MS Office and enthusiasm for working with various IT systems and digital tools
- ▶ Reliability, a structured working style, and a strong sense of responsibility
- ▶ Customer orientation, team spirit, and enjoyment in engaging directly with clients
- ▶ Very good German and English skills, both spoken and written

What we offer

- ▶ Family-friendliness and work-life balance: Flexible working hours and the option to work remotely
- ▶ Comprehensive onboarding and development: Thorough training, regular feedback sessions, and professional development opportunities
- ▶ A supportive and team-oriented culture: A friendly work environment with regular company and team events
- ▶ Well-connected office on the climate-positive EUREF Campus, including a subsidized Germany Ticket for public transport

Does it sound exciting? Then send us your application preferably by email to hr@fairmas.com! Please state your salary expectations, your preferred working hours and the earliest possible starting date.

We are always happy to meet exciting candidates and we are particularly interested in your attitude, values and personality. For questions, contact Anita Hagedorn on +49 30 322 940 5 27.

