



We are BLOKS.: A fast-growing and innovative company with locations in Munich and Hong Kong. We advance e-mobility on two wheels by developing, producing, and operating components and systems for e-bikes. Our goal is the greatest possible amount of freedom in designing the new generation of bicycles. To strengthen our team, we are looking for you, a

WORKING STUDENT ADMINISTRATION (m/f)

Location: Munich

www.bloks.de/jobs

YOUR RESPONSIBILITIES

- You will support the team in numerous administrative, assistance and office-management tasks
- You'll work with HR, IT, Sales, Marketing, Key Accounting, Purchasing and Supply Chain to influence various internal processes as they are being defined
- Your responsibilities are fluid and will change according to your strengths and the needs of the business
- You will support the Finance team with preparing all necessary data regarding invoices and travel expenses
- You'll be the right hand of the Team Assistant, supporting the whole team by helping to solve both smaller and larger problems

YOUR PROFILE

- You have a clear interest in business, as demonstrated by current studies in business administration or a related field
- You appreciate the opportunities and risks of a small, flexible business and exercising unusually great responsibility
- You're able to work with MS Office and Jira Confluence, plus you're willing to get to know further applications
- You are a quick learner, productive and highly motivated
- You work independently, in a structured manner and are detail-oriented
- Fluent spoken and written German and English

YOUR PERSPECTIVE

- Your workplace is only 1 km from the Englischer Garten in Munich's Schwabing-Freimann district
- Our modern loft office with a table football room, showers, a generous roof terrace, and a slackline offers you more than just physical freedom of movement
- You'll be working in a dynamic working environment with a young, growing team
- You'll be part of an international, yet closely integrated team of specialists
- Experience flat hierarchies and direct communication channels
- You will actively shape the future user experience in the e-mobility sector

Have we inspired you? Then we are looking forward to receiving your detailed application here:

[Apply now](#)

BLOKS.

BLOKS. GmbH | Lindberghstrasse 3 | 80939 Munich