

Student assistant for the administration of a XING group

The tool- and mold-making work group (AKWZB) is a network to exchange experiences and trainings for companies and departments of tool and mold making in Germany. The participants of the work group are CEOs, Heads of Departments and managers from that sector. It was founded in 1997 by the IPH – Institut für Integrierte Produktion Hannover gGmbH.

The goal of the work group is to connect industry and science, to share knowledge and to drive innovation.

Your tasks

Your tasks include the final development as well as the content-related, editorial and administrative support of a XING group for the work group.

For this purpose, you will inform yourself independently and continuously about the latest developments in the tool and mold making industry, you will create exciting posts on relevant topics for our members as well as editorial plans for the group.

In addition, you maintain the planned events and create short reports about the past (digital) meetings.

You might also create plans for expanding social media activities to other channels.

Your profile

You are studying one of the following subjects:

- Public Relations
- Marketing
- Media Design
- Industrial engineering
- Economics
- or comparable

You are interested in independently managing a social media channel, creative writing, scientific research and are interested in technical topics.

You also have knowledge of common office applications such as Word or Excel, as well as Adobe applications such as Photoshop or Lightroom. Already existing experience with Access is an advantage as well as experience with XING or the support of social media channels.

Good written and spoken German and English skills are required.

We offer

- adequate payment
- independent work

- flexible working hours
- well-equipped workplaces
- home office by arrangement
- possible long-term cooperation



Bitte sende deine aussagekräftige Bewerbung in einer einzigen PDF-Datei an jobs@iph-hannover.de.

Die Bewerbung muss Anschreiben, Lebenslauf sowie Prüfungsleistungen des Studiums / Zeugnisse enthalten.

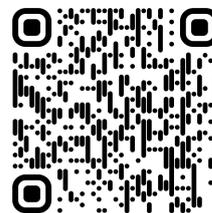
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