

# Manage the challenges

together with your **Trusted Advisor**

WE ARE LOOKING FOR A  
**Working Student Business Enablement &  
Operations (m/f/d)**

REGION Hamburg  
**Working from home nationwide**

## WE ARE...

AdEx Partners was founded out of the drive to make complex transformation projects successful and to live management consulting differently. **Together with our customers, we define the goal and prerequisites for a successful transformation, develop tailor-made solutions and provide pragmatic support for implementation.**

As a **trusted advisor**, we support companies on both a strategic and operational level. **Independently, honestly and reliably**, we support our customers based on many years of industry knowledge, also in the area of line competence. Appreciative interaction and collaborative cooperation correspond to our self-image. Through **knowledge sharing**, we achieve added value that has an impact beyond the project team.

## WE ARE LOOKING FOR...

a working student in the field of **Business Enablement and Operations (m/f/d)** for 16-20 h/week with the following tasks, among others:

- Support in the **planning and implementation** of internal projects and **processes**
- Creation of **presentation and analysis**, e.g.
  - monthly **stakeholder presentations**
  - Viewing, developing and creating **templates** for offers
  - **Creation of reports** using Built-In reporting and dashboard solutions from **Salesforce / Sales Cloud**
- Support of the team in day-to-day operations
- Conducting **research and data analysis**, e.g. with **LinkedIn Sales Navigator**
- Contribute to the **improvement of workflows and operational efficiency**
- Proactively follow up and **support the team** in completing tasks on time

## WHAT YOU BRING...

Passion and enthusiasm are more important to us than certificates or references, but the following skills will help you to be successful with us:

- At least **three successfully completed semesters**, ideally in a business-related field, with initial practical experience or completed **vocational training**
- You have a strong enthusiasm for **software and digital applications**
- Strong **understanding of tasks** and a **hands-on mentality**
- Very good knowledge of **MS Office**, especially PowerPoint
- Strong **analytical and structured mindset** for creating and evaluating reports and presentations, combined with a strong **understanding of processes**
- **Proactive way of working** to track tasks and ensure on-time completion
- Very good knowledge of **German and English**, both written and spoken
- **Independent and self-organized way of working**, as we primarily work remotely in the home office

## OUR OFFER...

In addition to exciting projects in further development, we offer our working students a variety of other benefits, such as:

- Young, **agile participatory company** with a great deal of creative freedom and **flat hierarchies**
- **Comprehensive and practical** insights into the work of a predominantly virtual company
- **Flexible working hours** and home office arrangements (incl. company laptop) to optimally combine studies and working student activities
- Fitness with **EGYM Wellpass**
- Regular **employee events** such as regional regulars' tables, the annual kick-off with all employees and opportunities to exchange ideas with other working students

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## YOUR FIRST STEP TOWARDS A NEW CAREER...



### Per Mail

Simply send us your CV by e-mail to [recruiting@adexpartners.com](mailto:recruiting@adexpartners.com) – no cover letter, no references or certificates.



### Per Link

If you don't have a CV at hand, a link to your well-maintained XING or LinkedIn profile is sufficient.