We are looking for a **Team Assistant**
to become our fifth team member. You will be working part-time (20h a week) at the World Sepsis Day Head Office at the Charité University Hospital in Berlin, Germany.

The Global Sepsis Alliance (GSA) is an international non-profit organization with the mission to provide global leadership to reduce the worldwide burden of sepsis.

World Sepsis Day is an initiative by the GSA and has been established in 2012. Every year on September 13th, supporters all around the globe organize countless events to raise awareness for sepsis. For more information, please visit [global-sepsis-alliance.org](http://global-sepsis-alliance.org) and [worldsepsisday.org](http://worldsepsisday.org).

### Tasks
- You assist the team scheduling and attending meetings, drafting agendas and minutes, making travel arrangements, preparing documents, liaising with suppliers, and more, as needs arise
- You manage our online store, keep track of stock, prepare and ship orders
- You support individual projects and preparatory accounting
- You organize team events and think about new concepts and formats
- You are the “good soul” of the team and make sure everybody finds the best conditions

### Requirements
- You are a true organizational talent, proactive, and a person you can always rely on
- You have everything under control and keep a cool head even in stressful situations
- You can familiarize yourself with new tasks quickly and easily
- You have excellent written and verbal communication skills in English (German helpful, but not mandatory)
- You like to work independently and do not need constant instructions “from above”, but think proactively
- Experience in office management, project management, in the hospitality industry, or as an assistant is an advantage, but not a must. It is more important to us that you bring the right attitude and that you are a positive and organized person.

### We offer
- Diversified, exciting challenge in the fast-growing healthcare sector
- Modern IT infrastructure and possibility to work from home
- Opportunity to help shape sustainable structures in this young international non-profit organization with flat hierarchies
- Opportunity to involve yourself in global projects, possibility to increase hours or to be promoted to project manager in the future

If you can identify yourself with the above requirements, we look forward to your application via [global-sepsis-alliance.org/jobs/team-assistant](http://global-sepsis-alliance.org/jobs/team-assistant). We ensure absolute discretion.

**Your contact:**
Marvin Zick
Email: Marvin.Zick@global-sepsis-alliance.org
Phone: +49 1511 9464773

---

The GSA is a charity organization and a company limited by guarantee, registered in England and Wales.
Charity number: 1142803
Company number: 7476120

Global Sepsis Alliance (GSA)
www.global-sepsis-alliance.org
12 Park Lane
Tilehurst, Reading, Berkshire
RG31 5DL United Kingdom

Barclays Bank, UK
Account number: 832 901 07;
IBAN: GB27 BUKB 2005 0083 2901 07
SWIFTBIC: BUKBGB22
VAT No. GB165 7475 74