

“Men wanted for hazardous journey. Low wages, bitter cold, long hours of complete darkness. Safe return doubtful. Honour and recognition in event of success.”
- Ernest Shackleton (leader of the first expedition to Antarctica)

You are not going to Antarctica, but we are just as refreshing, meaningful, unmistakable, honest, and captivating:

We are looking for problem solvers, innovators, and inventors to enable the extensive potential of space to join our team at DcubeD. You will not have a pre-defined task catalogue and work from 9 to 5, but instead you might face unthought-of challenges and a few dark hours puzzling over odds to find solutions. Nevertheless, the benefits are numerous:



Explore the Solar System: Work on exciting tech for missions going to LEO and beyond (Moon, Mars, ...)



More Building and less Writing: Get your hands dirty building various prototypes to really understand the design and functionality. Test, Test, Test!



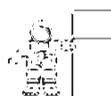
Best Team in the Galaxy: Join our international team of space buffs that are truly excited about space.



Have Fun: join us for a cold beer in a beer garden, going hiking in the summer or skiing in the winter. If you dare, join our resident bouldering fanatic at the climbing wall.



Be the Best of Yourself: Work in an open and challenging environment, where you can shape future technologies.



Leave your Mark: Our flat hierarchy and supportive environment will let you achieve your highest goals.

If all of this sounds exciting to you, you are probably the right person to join our team, therefore please send us your CV and cover letter to careers@dcubed.space so that we can have a closer look at it.



Administrative Assistant (m,f,x)

About this Job

In our dynamic engineering team, you will work on some of the newest unconventional space hardware. You will help shape technologies that will be flying in space, to the Moon and soon beyond.

Job Responsibilities

Bookkeeping:

- Management of bills
- Communication with tax consultant
- Ensuring that all documentation is up to date

Corporate Identity:

- Prepare templates (PowerPoint, Word)
- Prepare contracts

Office Work:

- Organise and book travel
- Organise schedules

Skills and Qualifications

- At least 4 years of relevant work experience
- Independent work
- Fluent in German and English
- Candidates must be eligible to work in the EU