

Office clerk traineeship

Your main tasks

- You are responsible for the monthly financial accounting
- You submit applications and funding documents for various projects
- They prepare payroll documents, billing for social participation, FSJ etc.
- You create interim reports, factual reports, proof of use in close cooperation with the artistic director
- You edit and sort the inbox, coordinate phone calls
- You maintain and assign the invoice receipt book, assign and enter the cash journal and current business transactions
- You create artist contracts and employment contracts (German / English), clarify all insurance matters
- You are for the accountance responsible
- They prepare the annual accounts and the salary documents
- They are part of a big whole, where only the sum of all parts is one.

your profile

- You have a commercial degree and can identify with the above tasks
- A safe handling of common computer software (MS Office) is required
- You work independently, responsibly and on your own responsibility

Excellent German skills are compulsory and good English skills are required. You should be a communicative personality that is willing to take on tasks independently and diligently.

As part of the traineeship at OSTRALE you will get to work on processes independently and have insights into a diverse, international exhibition for contemporary arts.

You will work in a friendly and creative team and get the chance to meet national and international artists and curators.

We are looking forward to your application!

Please send your application to: **buchhaltung@ostrale.de**

With the subject: **OSTRALE TRAINEE**

Information about OSTRALE under www.ostrale.de