



## Team Assistant (m/f/x) Permanent employee · Full-time · Munich Headquarters

# ABOUT US

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Carly's technology is changing the automotive world. With our products we offer car owners the world's best solutions to gain more control and transparency over their cars. Join our passionate team in Munich to make cars around the globe more connected!

### **What is Carly?**

Carly is a cartech company that connects car fans with the information hidden inside their cars. We provide simple solutions throughout the lifecycle of car ownership, focusing on car health and maintenance, car purchases, and customization. We aim to deliver peace of mind and empower drivers to save time and money.

### **What is Carly's purpose?**

To be the reliable solution for car fans globally, delivering control with powerful data and valuable insights.

### **What is Carly's vision?**

We want to be the daily companion for all car fans worldwide for whom their car is more than just a mode of transportation. We have combined deep car technology with consumer-centred and design-focused solutions to create the first international digital automotive brand, all without ever selling a single car.

Long-term we are going to give back control, democratize car ownership, and bring transparency to an industry that has forgotten the consumer.

Be a part of our driven team and conquer the automotive world with us!



*Your mission as a Team Assistant at Carly is to support and strengthen company policies and processes. In this role, you will be acting as the right-hand of the whole international team.*

## RESPONSIBILITIES

- Oversee general office operations, ensuring the smooth day-to-day running of the office, including management of vendor relationships, liaising with the facility management team, overseeing maintenance and health/safety
- Design, implement and improve processes for office and financial operations management
- Research, compile and organize information and reference materials for reports, work plans, meetings, and briefings
- Manage filing systems, update records, and organize documents
- Support with the organization of internal and external company events
- Coordinate and manage office and team equipment

## REQUIREMENTS

- 1+ years of experience in an office and administrative environment is beneficial
- Trainees and recent grads are welcome to apply
- A flexible approach and willingness to adapt ideas
- Great organizational skills, and the ability to work independently
- An eye for detail and a desire for perfection in regard to documentation
- Strong research skills that ensure all data and reports are correct and accurate
- The ability to work in an agile start-up environment and experience in supporting multiple teams
- Strong communication skills in English and German are a must

## WHAT'S IN IT FOR YOU

- High impact and responsibility in a successful and growing company
- A talented, dynamic, and extremely motivated team
- A strong management team with proven track records in successful start-ups to learn from
- An ambitious learning curve with many possibilities for personal growth and professional development
- No walls, no limits, no bureaucracy, just unlimited potential
- Competitive compensation
- A friendly and international team in beautiful Munich

Intrigued? Find out if you are the right person to take on this challenge!  
Contact us at [job@mycarly.com](mailto:job@mycarly.com)