

The Executive Education Department of ESCP Business School, Berlin is growing the team and is looking for support **from as soon as possible** a:

Junior Programme Manager (all genders)

Full-time | unlimited | located in Berlin

The Executive Education Department is connecting the university with businesses, creating and organising tailor-made training programmes for companies in a B2B context. We are looking for a new member to support us in organizing and improving training programmes.

As a Junior Manager, your tasks will be to

- Support the planning and implementation of executive learning programmes
- Manage administrative documents and training materials
- Support and design creative presentations, ensuring a consistent and professional approach
- Coordinate different stakeholders to ensure a successful implementation of the training
- Give proactive operational support and build relationships with international clients

We are looking for someone who

- has strong written and verbal communication skills to interact effectively with faculty members, participants, internal and external partners
- is able to identify problems, analyse situations, and find effective solutions to challenges that arise
- has a strong intercultural competence and understanding of diverse perspectives and backgrounds to foster an inclusive and supportive environment
- is quick to get to grips with our programmes and is keen to proactively contribute their own ideas
- is willing to lend a hand when necessary and delivers high quality work
- if necessary, you have a valid residence and, if applicable, work permit

Requirements

- Completed university studies in the field of business, economics, social sciences or languages
- Business fluent in German and English
- Excellent knowledge of Office applications (particularly Excel & PowerPoint) and graphic design

We offer

- A permanent position in an intercultural team
- Exciting development opportunities in a growing environment
- An attractive, historic location in Berlin with a strong focus on sustainability
- Numerous benefits such as flexible working hours, opportunities for mobile working, 30 days' holiday, team and company events and a subsidy for the Deutschlandticket Job or BVG company ticket

Interested?

Please send your application documents (CV, cover letter, possible start date, certificates and your salary range) via our application button, **by 31.03.2025**, to:

ESCP Business School
Arne Klinger – Head of Custom Solutions
Heubnerweg 8-10, 14059 Berlin

APPLY NOW

<https://escp.eu/berlin>

About ESCP Business School: ESCP Business School is an international business school with campuses in 6 major European cities. Founded in 1819, ESCP is the oldest business school in the world. To this day, the business school regularly occupies top positions in the rankings of the Financial Times. The academic focus of ESCP Berlin is on entrepreneurship, sustainability and digitalisation.

www.escp.eu/vacancies-Berlin