

Mime et moi

Join the mime family



We are a young Start-up from Munich producing and selling high heels that can be adjusted in height around the world. The secret behind the unique height adjustment lies in the mouldability of the patented inner sole. Thus, heels can be changed in regard to height, shape and colour.

More about Mime et moi at www.mimemoi.com

We have been in the market since 2016 and have already received enthusiasm and demand. We are looking for active support to help us expand further.

Assistant of Office Management Internship

We are looking for interns that show active support, enthusiasm and passion at all levels as assistant of office management.

Your tasks

- Support in organisational and administrative tasks
- Creation of decision papers and preparation of presentations
- Preparation and follow-up of meetings
- Internal and external correspondence
- Coordination of appointments and maintenance of the internal database
- Invoice processing

Your abilities

- You have a degree in economic sciences or terminated commercial training
- You have excellent English and German skills (spoken and written)
- Knowledge of another language would be useful
- You work independently, self-sufficiently and structured
- You are characterised by a positive personality, integrity and a friendly and confident appearance
- You exhibit excellent knowledge of MS-Office and modern IT
- Prior knowledge of DATEV is useful

We offer

An open, modern and dynamic team, full integration, fresh fruit every day, company fitness, great challenges, perspectives, flexibility and a fair salary

Start & Duration

3 - 6 months full-time

Your location

Mime GmbH, Bayerwaldstrasse 9, 81737 München (S-Bahn S7 Perlach)

Your contact

Send your application to Career@mimemoi.com

We are looking forward to hear from you!