

We are looking for a **personal assistant to the bar manager** (minijob).

migas is a listening bar in Wedding that brings people together over great music and quality drinks. We are looking for a responsible assistant to join our cute team.

Activities:

- Management of email communication
- Supporting the bar manager with organization of day-to-day tasks
- Artist and program coordination
- Preparing website and newsletter content
- Managing hiring processes
- Coordinating repairs and availability on site for contractors
- Transferring recordings into cloud
- Documentation and optimization of work processes

Working hours:

- 6-8 hours a week
- Mainly remote work
- Monitoring the inbox and communicating with the manager, daily
- Weekly in-person-meetings during the daytime

If you have questions about accessibility in this job, we are happy to hear from you and figure out the possibilities together.

Requirements:

- Previous experience with office/project management
- Previous experience with cultural and/or gastronomical venues
- Attentiveness, care and good organization
- Reliability, honesty and initiative
- English + German fluency: minimum B2 – this is a must
- No other minijobs
- Familiarity with migas

Please apply with your **application letter and CV** by January 28, 18:00 to hiring@migas.berlin
Incomplete submissions and applications written with AI will not be reviewed.

If you have questions, write to us. More about the bar: migas.berlin