



We are LTB400, a specialized IT system for the management, planning, and documentation of aircraft maintenance.

Our goal is to make processes in aviation technology digital, secure, and efficient.

We operate and develop our own enterprise resource planning and maintenance management system internally and are looking for reinforcement in the IT area.

To strengthen our team, we are looking for a



## Office Administrator / Administrative Assistant (m,f,d)

### Responsibilities:

- ✦ Manage day-to-day office administration and ensure efficient workflows
- ✦ Handle correspondence (email, phone, letters) in a professional manner
- ✦ Coordinate appointments, meetings, and travel arrangements
- ✦ Prepare documents, reports, presentations, and meeting minutes
- ✦ Maintain filing systems (digital and paper), data entry, and document management
- ✦ Support invoicing processes (e.g., preparing invoices, tracking payments, communicating with accounting)
- ✦ Assist with purchasing and supplier communication (orders, deliveries, documentation)

- ✦ Organize office supplies and oversee general office organization
- ✦ Support HR-related administrative tasks (e.g., onboarding documents, maintaining personnel records)
- ✦ Ensure confidentiality and compliance with internal policies

## Required Skills and Experience:

- ✦ Completed vocational training in office administration/business administration or a comparable qualification
- ✦ Strong organizational skills, reliability, and attention to detail
- ✦ Excellent communication skills and a service-oriented mindset
- ✦ Confident handling of MS Office (Outlook, Word, Excel, PowerPoint); experience with ERP/CRM tools is a plus
- ✦ Ability to work independently, prioritize tasks, and meet deadlines
- ✦ Professional and discreet manner when handling sensitive information
- ✦ Very good German and English skills

## What we offer:

- ✦ Flexible working hours and a modern working environment.
- ✦ Long-term prospects in a growing company
- ✦ Collaboration in a dedicated team

We look forward to receiving your complete application documents, stating the earliest possible starting date and your salary expectations for the attention of Mr. Christian Brunnbauer. Ideally, you should send your application by e-mail to [kevin.werbelow@ltb400.com](mailto:kevin.werbelow@ltb400.com).

**LTB400 Aviation Software GmbH**  
 Business Campus Garching  
 Parkring 29  
 85748, Garching near Munich  
 Germany  
 +49 (0) 89 189 515700

