

Beta Film GmbH, based in Oberhaching, produces, finances, and distributes high-end German and international TV and film productions. The company cooperates closely with public and private broadcasters, streaming platforms and special interest channels, production companies, cinema and video distributors, and organizers of major film and TV festivals. The company, which has offices in the U.S., Latin America, Asia, and Europe, holds shares in various German and European production companies.

For our Chief Content Officer (CCO) we are searching a full-time

Personal Assistant / Office Manager (asap)

These tasks are waiting for you:

- Assistance of the CCO in his day-to-day work
- Administrative coordination of the team
- Organize office operations and procedures
- Organize, prepare and follow-up internal and external meetings
- Make travel arrangements for the CCO and the team
- Account travel expenses with our web-based tool

What should you bring with you:

- A successfully completed commercial education, ideally a bachelor's degree
- At least 5 years working experience in a similar role
- Fluent English and good German skills
- Excellent knowledge of MS Office applications and modern communication media
- Ability to overview complexity of tasks and to recognise and set priorities
- Independent working style and a high level of initiative
- Loyalty and discretion
- Strong communication skills and above-average team spirit
- Hands-on attitude and quality oriented

What we offer you:

- A diverse role with a lot of responsibility and independent work in an owner-managed, international TV Production environment with a passionate and very friendly team
- Team-oriented approach to work in an internationally oriented media company with flat hierarchies

The logo for Beta Film GmbH, featuring the word "BETA" in a stylized font. The "E" is red, and the "A" is black. The background of the top half of the page is a blurred office interior with people working at desks.

BETA

- Exciting environment, characterized by the appeal of emotional, high-quality film and TV entertainment
- Home office in consultation with CCO
- MVV Ticket
- Daily Company Lunch, Beverages, and Fruit for free

If this sounds interesting to you, we would like to get to know you. We look forward to receiving your application with a current CV and your earliest possible starting date at personal@betafilm.com.

Beta Film GmbH

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