



Welcome to **NEURA Robotics**, the innovator of the robotics world. Our goal is to equip collaborative robots with groundbreaking cognitive capabilities to enable safe and intuitive collaboration with humans. Under the leadership of founder David Reger, we have spent the first years of **NEURA Robotics** laying the foundations for humans and robots to work hand in hand.

**"We serve humanity"** is not just a motto, but our mission. Become part of our ambitious, international company and shape the future of robotics with us.

Welcome to **NEURA Robotics** - where innovation meets team spirit.

## Your mission & challenges

In this role, you are part of our Office Management team and take responsibility for travel management and travel expense accounting. You will work with various departments to ensure an efficient and productive working environment. Your tasks will include:

- Coordination and responsibility for planning, booking and organizing business trips for employees and managers - both nationally and internationally
- Processing and controlling travel expense reports in compliance with internal guidelines and deadlines
- Managing travel materials and documentation, ensuring complete and smooth processing
- Support with administrative activities and tasks

- Coordination and preparation of meetings - especially with partners, guests and visitors

## What we can look forward to

- At least 8 years' experience in travel management
- Strong at managing multiple tasks, prioritizing workloads and organizing a well-structured work environment
- Excellent communication skills in German and English to collaborate effectively with internal teams and external service providers
- High attention to detail in managing documentation and processing expense reports
- Experience with travel management and expense accounting software (ideally Circula) as well as MS Office and other relevant tools
- Ability to adapt to rapidly changing priorities and unforeseen circumstances in a dynamic development environment
- Ability to build and maintain positive relationships with team members, stakeholders and external partners to foster collaboration and teamwork

## What you can look forward to

- Become part of an agile company, actively shape topics and benefit from flat hierarchies in a highly motivated team
- Enjoy an attractive salary, flexible working hours and 30 days of vacation
- The freedom to contribute your own ideas and drive them forward
- Celebrate successes together with company events
- Take advantage of our corporate benefits program
- And even more fun with great colleagues

**Apply**

**We are looking forward to meeting you and shaping the future of robotics together. Are you in?**

Couldn't find a suitable position? Please send us an unsolicited application.

We are always looking for passionate tech enthusiasts to help us revolutionize the world of robotics!

