

## **Internship Accounting (m/f/d)**

at Direktorenhaus (Berlin)

### **Overview Direktorenhaus**

Direktorenhaus in Berlin is one of the leading exhibition houses for applied arts in Germany. Since 2010, the museum in the center of the German capital, run by the Meisterrat (German Craft Council), presents selected unique pieces, limited series as well as conceptual design objects. The exhibitions focus on the latest trends in the applied arts. At the same time, the Direktorenhaus does not only show «aesthetic phenomena»: Equally important is the increased importance of design in politics and society, especially in the field of sustainable future planning.

### **Tasks**

- > Support us as part of your mandatory internship and help us ensure professional invoice management for our clients
- > Support with classic accounting tasks such as invoice verification, invoice posting, account clarification

### **What should you bring ?**

- > Enrolled student
- > Proficiency in MS Office applications
- > Confident communication in German as well as in English
- > A high level of dedication, commitment and work carefully

### **What can we offer you ?**

- > The opportunity to benefit from our colleagues who have many years of professional experience
- > Self-responsibility, flat hierarchies and fast decision-making processes
- > A motivated, helpful and open-minded team
- > A nice workplace in our showroom in a central location

### **Contact**

- > Send an email with your application to:  
Pascal Johanssen ( [pj@direktorenhaus.com](mailto:pj@direktorenhaus.com) )

#### KONTAKT

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e.V.

Vertretungsberechtigter

Vorstand:

Pascal Johanssen,

Katja Kleiss

Registergericht:

Amtsgericht

Charlottenburg

Registernummer

VR 28593 B

Ust-IdNr. gemäß § 27 a

Umsatzsteuergesetz:

DE 27 13 25 241