



**TINK TANK**

## We are looking for you!

For our Heidelberg coworking locations we are looking for you as Community Manager. You are **THE** person for our spaces and are open and friendly towards the different concerns or ideas of our coworkers. You enjoy being around people and thinking your way into new work processes. Community is not a foreign word for you, here you feel comfortable and in the right place.

Tink Tank enables new ways of working. Future Work means not only working in an agile and flexible way, but also enjoying the benefits of a community. In our changed working world, coworking enables networking, exchange and inspiration through other people and industries.

Tink Tank now has two locations in Heidelberg, Landfried and Campbell, where it offers Tink Tank offers a variety of workspaces, workshop and meeting rooms, consulting services, and a constantly growing community with a network of cooperation partners and experts.

## Community & Space Manager m/w/x

### What we offer:

- You are the first point of contact for our Tink Tank community members and guests.
- You know everybody by name, take over the contact from day 1, do onboarding of new members and the tours for interested parties and guests
- You organize community events and support our community building proactively and with interest
- You are present in the Tink Tank and responsible for and seek the best possible solution in coordination with internal and external contacts (suppliers, collaboration partners etc)
- Attention and empathy are part of your core competencies. Whether Tink Tank members, day guests or team members, everyone feels comfortable and safe with you. This enables you to solve community challenges quickly and without complications.
- You represent Tink Tank to the outside world and generate new customers with your enthusiasm for coworking.
- Our space is your space, you regularly check all spaces and make sure that the „experience“ of our customers is always top and that drinks, snacks and work materials are always available.

- You take care of our spaces, ensure pragmatic and smooth operations and provide support where it is required
- You actively look for new tasks and act proactively for the Tink Tank community and the team.

#### **What you bring to the table:**

- You see people, no hierarchies and treat all people equally
- You work independently and proactively and have the desire to bring in your own ideas and implement them
- You work customer-oriented and carefully
- For you the „experience“ of our customers is in the highest place
- You are experienced in working with people, taking responsibility and being part of a value-based team.
- You are solution oriented
- English does not have to be your mother tongue, but you are able to communicate with our international members
- You think creatively and pragmatically and actively help to adapt our portfolio optimally to the needs of coworkers and guests.
- Ideally, you come from the Rhine-Neckar region, are already well connected and consider the region and Heidelberg as your „home“, but are still cosmopolitan.

#### **Your benefits:**

- **A family working environment without hierarchies**
- **A full-time position or 2 half-time positions with attractive compensation**
- **Provision of a company laptop and cell phone**
- **Versatile projects with a lot of responsibility**
- **With initiative and self-leadership you can shape your own job based on mutual trust**

**Get the small things done, so that you have free mind for bigger things!  
I am very much looking forward to receiving your application and getting  
to know you.**



**Lone Aggersbjerg**

**Mail: [la@tink-tank.de](mailto:la@tink-tank.de)**

**Mobil: +49 162 2044224**

**tink-tank.de**