

## WORKING STUDENT OR INTERNSHIP in ADMIN

### WORKING STUDENT PART-TIME (20h preferred) OR INTERNSHIP FULL-TIME

**HAMBURG (F/M/\*)**

79% of all plastic waste has been emitted into the environment, causing irreversible damage to our ecosystems and societies. We at WILDPLASTIC are on a mission to recover this plastic, turning it into circular products. And you will help us tell a true story by tracking data and making it transparent to the world!

### YOU WILL BE RESPONSIBLE FOR

- Taking care of **daily financial transactions** and filing documents
- Administration of the personnel data, checking of absence accounts as well as required documents and receipts
- Support in the application process, management of application documents, **planning of onboarding and offboarding** meetings of employees
- Coordination and planning of business appointments and business trips with **travel expense** accounting
- Support of office management
- Preparation of documents and presentations, including their translation (German/English)

### IS THIS YOU?

- You have prior experience in an **Accounting, HR, or office management** role or have gathered similar experiences in the past. (Study etc. is not expected, can be experience gathered through voluntary work)
- You like to be **detail-oriented, reliable, and orderly** in the things you do
- You are confident to communicate in German (C1) w/ partners and government institutions
- You like to work in a team and support other team members in projects and tasks

### WHAT YOU CAN EXPECT FROM US

Our common purpose is simple: Recovering the world's wild plastic! And we are building an environment that empowers everyone to fully unfold and develop their true potential.

- You'll work alongside an **impact-driven team** with lots of fun and talented people on board. And we are not alone - there's an epic **WILDnetwork** of mentors, partners, and supporters on our side
- WILDPLASTIC is **self-organized** with no classic hierarchies but **clear roles and responsibilities**
- We are a [purpose company](#), **not for sale**, and reinvest all our profits into the mission
- If you work from Hamburg we have a **unique office** in Speicherstadt - a UNESCO world heritage
- Our **teamwork** is guided by clear principles and values which you find in our [People@WILDPLASTIC Manifesto](#)

## AND NOW WHAT?

You're hyped about the role and want to join our journey toward clean, regenerated ecosystems?  
We cannot wait to hear from you!

**PLEASE SEND A SHORT 1-MINUTE VIDEO AND YOUR CV TO [HELLO@WILDPLASTIC.COM](mailto:HELLO@WILDPLASTIC.COM)  
WE WILL GET BACK TO YOU AS SOON AS POSSIBLE.**

We welcome all applications - regardless of background, gender, identity, religion, mobility, age, or any other form or factor.

Desired start date is **AS SOON AS POSSIBLE**  
Application **DEADLINE IS 30.07.2022**

### ABOUT

WILDPLASTIC is a steward-owned impact start-up on a mission to recover the world's wild plastic, contributing to a functioning circular economy. In a tight partnership with waste management organizations of the global South, we give back value to plastic waste. All our products are made from recovered, recycled plastic. Our products save up to 70% CO2, helps to improve the working conditions of waste collectors, and regenerate ecosystems.

Although there is endless plastic waste out there, the demand for WILDPLASTIC has significantly outgrown our current supply. Local structures in regions of poverty need to grow with us as we're ramping up the WILDPLASTIC supply chain. We want to be trading fairly (recognized fair trade standard), fully traceable (through technology partners), and impact-proof (scientific life cycle analysis).

