Management Assistant

Business Operations

EMPLOYER	LOCATION	EMPLOYMENT TYPE	PROJECT
Last Media GmbH	Eckersdorf	Full-time	LastDraw

Make the business easier to run—not just the task list shorter

An invoice needs checking. A supplier has not confirmed a delivery. A customer is waiting for a decision. The same administrative problem has appeared for the third time.

We are looking for someone who can distinguish what matters now, get the right people and information together, and see the work through. Then, where it makes sense, improve the process so the problem needs less attention next time.

At Last Media, we are building LastDraw, a TCG e-commerce business with plans for a physical store and a lasting community around playing and collecting. You will work closely with the founders, taking responsibility for the commercial and organizational details that allow the business to develop.

The title is Management Assistant. The substance is hands-on business operations: a trusted counterpart who thinks, organizes, and follows through—not someone waiting for a fully specified list of errands.

What you will take responsibility for

Bookkeeping and financial administration

Keep the day-to-day bookkeeping process organized: collect and check invoices and receipts, match documents to orders and payments, maintain clear records, follow up missing information, and prepare complete material for accounting and tax support. Track due dates and outstanding items, and prepare payment runs for approval.

The exact posting responsibilities will match your qualifications and our accounting setup. Specialist tax decisions, statutory accounts, and payment approvals remain with the appropriately qualified or authorized people. Your job is to make sure the underlying work is accurate, timely, and not left waiting between them.

Purchasing and supplier coordination

Help plan replenishment and new-product orders, compare offers and terms, track release and ordering deadlines, and follow up confirmations, allocations, deliveries, shortages, and credits. Place orders within agreed budgets and authority. Consider stock needs, margins, payment timing, and available cash together—not just whether an item is popular.

Business administration and facilities

Maintain useful records, deadlines, appointments, and follow-ups. Coordinate suppliers, service providers, equipment, consumables, maintenance, and practical preparations for the planned store. You do not need to perform every specialist task yourself; you do need to arrange the next step and check that it happened.

Customer support and operational coordination

Help resolve customer questions and more involved order problems by finding the facts, agreeing the appropriate response, and keeping people informed. Support the team when immediate operational needs require it—including an occasional practical task in fulfillment or the future store—with priorities agreed openly.

Better ways of working

Turn recurring work into clear, usable processes: a purchasing overview, an invoice checklist, a supplier follow-up routine, or a better handover between support and fulfillment. Document what matters, remove unnecessary steps, and check whether the change actually helps. The goal is less chasing and rework, not more administration for its own sake.

The person who will do well here

You enjoy understanding the whole situation. You can read a commercial document carefully, work confidently with numbers, write a clear email, and ask the question that prevents an expensive misunderstanding.

You are comfortable starting with an outcome rather than a complete set of instructions. Before acting, you establish the constraints and your authority. When a decision needs the founders, you bring the relevant facts, options, and a recommendation—not simply an unexplained problem forwarded to their inbox.

You are also comfortable saying, “I missed this; here is the correction,” or, “These deadlines conflict; which should take priority?” Good judgment includes knowing when to act, when to ask, and when to get specialist help. Discretion with financial, customer, and business information is essential.

We are particularly interested in:

- A solid commercial education: relevant vocational training, business or accounting studies, or comparable knowledge demonstrated through substantial practical experience.
- Experience in business administration, purchasing, bookkeeping, operations, or another role requiring dependable independent coordination.

- Working knowledge of invoices, payment terms, basic bookkeeping processes, and the relationship between purchasing, stock, margin, and cash.
- Strong spreadsheet skills and confidence learning business software, checking information, and maintaining usable records.
- Clear professional German and sufficient English for supplier communication and product information.
- Intellectual curiosity, a habit of learning independently, and the ability to move between careful detail work and the wider business picture.

You do not need to arrive as an expert in every area. You should bring a strong foundation, know where its limits are, and be able to close relevant gaps deliberately. TCG expertise is optional; commercial care is not.

What you can expect from us

Direct collaboration with the founders, visibility into how the business works, and responsibility that can grow with demonstrated capability. We want your judgment and constructive disagreement, not automatic agreement.

We are prepared to pay more for someone who brings stronger commercial skills, independent judgment, and dependable ownership than a conventional assistant role might require. Compensation should reflect the responsibilities you can genuinely take on.

This is broad work, but not an invitation to make one person responsible for everything. We agree priorities, decision limits, and where outside expertise is needed. The aim is a business that runs reliably—not a permanent dependence on individual heroics or after-hours availability.

You will know you are making progress when records are current, purchasing deadlines are visible, outstanding matters have a clear next step, and fewer routine issues need the founders to chase them.

Apply

Apply online with the **“Apply now”** button—it only takes a few minutes. Prefer email? Write to job@lastmedia.com with the subject **“Management Assistant — Application”**.

Include your CV, earliest starting date, and salary expectations. In a short note, describe something you took from an unclear situation to a completed result, or a workflow you improved. Explain what you personally did and what changed; a concrete example tells us more than a long list of personal qualities.

This position is full-time only. Applications in German or English are welcome.

How to apply

ONLINE	www.lastmedia.com/jobs/management-assistant/apply
BY EMAIL	job@lastmedia.com · Subject: Management Assistant — Application