

Job Posting: Working Student (m/f/d) IT Project Management & Operations

Company: Turba AI GmbH

Location: Heidelberg

Start Date: Immediate

Working Hours: 15–20 hours/week

Contract Type: Working Student

About Us:

Turba AI GmbH is an innovative, emerging startup that reimagines AI. We're a team of passionate problem-solvers who believe in what we're building. We constantly push boundaries and embrace our inner nerds as we find new ways to tackle complex challenges. You'll find a dynamic work environment here, with flat or even non-existent hierarchies and the chance to take on responsibility from day one.

To support our team, we are looking for a motivated working student (m/f/d) to join us as soon as possible, assisting in the project management of agile software development and daily business operations.

Key Responsibilities:

- **Calendar & Scheduling:** Coordinate team calendars, plan meetings, and track key milestones.
- **IT Project Management:** Monitor project progress in Jira, identify issues, and keep the team informed.
- **Decision Support:** Prepare data and reports and monitor deadlines to support project management.
- **Microsoft 365:** Create and maintain presentations, project plans, and organized file structures.
- **Order & Vendor Management:** Manage orders and communicate with suppliers.
- **Operational Support:** Assist with administrative tasks and document management.

Your Profile:

- Currently enrolled student (m/f/d) in Computer Science, Business, Business Informatics, Industrial Engineering, or a comparable field of study
- Excellent organizational and communication skills (German and English)
- Proactive and solution-oriented approach in a dynamic environment
- Strong skills in Microsoft 365 (Outlook, Word, PowerPoint, Excel); SharePoint experience is a plus
- Proactive mindset with the ability to manage multiple tasks independently
- Project management and Jira experience preferred

What We Offer:

- The opportunity to be directly involved in building a startup
- Flexible working hours that fit well with your studies
- A steep learning curve and the chance to gain insight into various business areas
- Flat hierarchies, short decision-making paths, and plenty of room for your ideas
- Possibility of a long-term collaboration and career development
- Fair compensation and modern working conditions

Application Process:

Interested? We look forward to receiving your complete application (cover letter, resume, relevant certificates) via email at application@turba.ai.

Join our team and help us shape the future!