

Organizational Coordinator (m|f|d)

Permanent employee, Full-time · Berlin, Work from home

YOUR MISSION

Do you want to help shape the tech talents of tomorrow? Join us at WBS CODING SCHOOL – Europe’s leading hybrid coding school!

As an Organizational Coordinator, you support our WBS CODING SCHOOL Admission Team – be it in the form of processing documents, support with administrative tasks or taking-on specific requirements as needed. You are committed to contributing to the successful admission of our candidates. Your main tasks are:

- Answer phone calls, emails and chat messages.
- Reply to simple questions directly and escalate advanced requests to the relevant team members.
- Support team members by performing routine administrative tasks.
- Create student contracts, invoices and process client payments.
- Process voucher-relevant documents.
- Support students and funding agencies as the main point of coordination.
- Resolve billing issues with students and internal team members.
- Contribute to CRM maintenance, upkeep and data entry.
- Allocate tool licenses to students
- Submit student lists for revisions and alignment

YOUR SKILLS

- Excellent verbal and written communication skills in English and German.
- You have a quick perception, are customer-oriented, and stay on top of things even when they get busy.
- Willingness to learn, grow and collaborate with the team and company as a whole.
- An independent, structured, and solution-oriented approach to teamwork.
- The availability to work 40 hours per week from 8:00 am to 5:00 pm CET.
- Intermediate spreadsheet skills and experience with Google Workspace and HubSpot CRM (preferred).

WHY WORK WITH US?

We want our team-members to look forward to coming to work, which is why we aim to cultivate a relaxed, friendly atmosphere and keep an open mind to everyone’s needs. If you believe in the value of education and have a positive can-do attitude, then this is the right place for you!

Purpose

Join a purpose-driven team with clear values and make a difference to the lives of others.

Flexibility

Flexible core working hours and remote work options – we value family friendliness and trust.

Holidays

Permanent contract with 30 paid vacation days.

Coding Campus

Meet the team at least 4x per year in person on our Coding Campus Berlin – regardless of where you work.

Grow

Abundant Soft-Skill and Hard-Skill development opportunities (WBS GROUP learning catalogue, free CodeCademy Pro and LinkedIn learning account).

Celebrate

Regular company parties, team events and online gatherings – because life is more than just work!

ABOUT US



[Apply for this position](#)