

Office Manager (f/m/d)

Location: Berlin • **Working hours:** Part-time • **Start date:** As soon as possible

About Us

The Rulemapping Group stands for innovation at the intersection of law, technology, and AI. With our unique Rulemapping method and Rule AI, we develop solutions that fundamentally change how governments, businesses, and society interact with rules. Rulemapping accelerates state processes, reduces bureaucratic complexity, and enables a new form of trust in digital decision-making. Supported by the Federal Agency for Disruptive Innovation (SPRIND), we not only create efficiency but design a new operating system for the rule-based society – with courage for responsibility, technological excellence, and a clear social mission.

Our vision: a digitally readable and openly accessible legal world, where laws are no longer barriers but serve as understandable, fair foundations for decision-making – for everyone. Our office is a space where we create, organize, and embody our culture together.

Your Role

As an Office Manager, you are the heart of our Berlin office. You ensure that our work environment runs smoothly, guests feel welcome, and our teams are well supported. The role is diverse – ranging from reception and mail handling to coordinating service providers and creating a productive, welcoming workspace.

Your Responsibilities

- Office management for both entities (Rulemapping Group & Rulemapping Solutions)
- First point of contact in the office: welcoming and assisting guests and colleagues
- Handling mail and deliveries
- Organizing and coordinating external service providers (e.g. cleaning services, tradespeople, catering)
- Procurement: managing supplies, inventory, and planning needs
- Organizing meetings, team events, and internal workflows
- Supporting the management and teams in day-to-day administrative tasks
- Contributing to the ongoing development of our office processes

What You Bring

- Initial experience in office management or a comparable role – ideally in a small company or start-up
- Strong organizational skills, attention to detail, and a flair for practical solutions
- Excellent communication skills, friendliness, and an open personality
- Independent and structured working style
- Proficiency in MS Office and Microsoft Teams
- Excellent German skills (spoken and written); English skills are a plus

What We Offer

- A warm and dedicated team with a meaningful mission
- A high degree of autonomy and creative freedom in a growing organization
- A beautiful, centrally located office in Berlin-Mitte
- Short decision-making processes and open communication culture
- The opportunity to make a real societal impact through your work

Together with you, we want to drive our vision forward and revolutionize the way rules and laws enable a functioning society. Ready to become part of an innovative team and help shape the future? Then send your application to jobs@rulemapping.com – we look forward to getting to know you and achieving great things together!