



The [Berlin.Industrial.Group](https://www.berlin-industrial.group) offers innovative solutions in attractive niches in the industrial sector.

MotionLab.Berlin, as a part of B.I.G., offers a great environment that enables people to create physical things with digital tools such as 3D-printers, lasers or CNC. We are an international infrastructure and knowledge hub for both hardware- and IoT-related startups and individual makers. Our ambition is to share skills and know-how with our interns, and through them to our community.

We are looking for someone with a genuine interest to engage in and support MotionLab's reception point, community and programs 20 hrs per week. Preferably from the middle of June for a period of three to six months.

As a Front Desk intern, you and your colleagues are the first point of contact for our guests and visitors. Front Desk also attend to members requests as well as supporting events, and activities. As a service-oriented employee your mission is to take care of the well-being of customers, visitors and guests of MotionLab.berlin, creating a fun and inspiring atmosphere for the projects and products that are and can be developed here.

Since it is only a 20 hours internship, you could use our facilities and resources as a member to develop your own projects, take the workshops and network in your free time.

## Internship Front Desk

### INTERNSHIP REQUIREMENTS

- Sense of responsibility, punctuality and accountability.
- Ability to perform daily maintenance of common area.
- Good interaction skills with people, and ability to work independently and as part of a team.
- Welcoming visitors including registration of new customers and guided tours in the lab.
- A desire to learn new skills and help keep the Lab friendly and inviting.
- Fluent German OR English
- Willingness to assist wherever help is needed.

### WHAT YOU GET

- Access to machines and resources.
- Digital Fabrication and prototyping know-how.
- Profound understanding of how a professional prototyping Hub works.
- Creative environment and outstanding teammates.
- Unique network of creative people

### YOUR TASKS:

- Support of our guests and members as a contact person for questions and requests or forwarding to corresponding areas, people and start/ups in MotionLab.berlin
- Reception and return of packages and mail
- Assistance in general maintenance of the common areas, filling of vending machines and kitchen supplies and order.

### APPLY ONLINE

[berlin.industrial.group/karriere](https://www.berlin-industrial.group/karriere)

