

My Piece of XING



Names: Christine Töpken & Katharina Aroui

Position: Office Managers

What's the name of your Piece of XING? Office Management

Who's in your team? The Office Team is made up of four people. Nichola McAlister is Team Leader Executive Office, Kristina Mansla is the Team Assistant, and we - Christine and Katharina - make up the Office Management. Christine: "I was solely responsible for administrative office jobs from December 2005 to March 2006, before Katharina arrived in March 2006 to provide me with some much-needed support."

What do you produce and how do you measure it? As well as producing a whole load of empty cardboard boxes (from deliveries) and empty printer cartridges, we take care of our colleagues' needs and requirements, whether big or small. We're also responsible for keeping and updating staff and inventory lists. And we take care of all the purchasing - the A to Z of all things needed to make the office run smoothly. We also help out Nichola or Kristina with the organisation of their projects from time to time. Katharina: "Tini is also "Lord of the keys" and the person to contact if any of the XING team wants to order business cards. I am the contact person for the company's cleaning agency."

Who do you support and how do you know you're keeping them happy? We're the first port of call for our colleagues, guests, suppliers and tradesmen. We make sure the whole team has everything they need in daily office life: plasters, flowers, office stationery, drinks, laptop mounts, additional chairs for workshops, and much more besides. Last but not least: We're always happy to listen. We welcome and serve drinks and snacks to guests and job applicants. We also provide new employees with everything they need for a smooth start in their new position (sorting out everything from their new desk to keys, flowers, office materials, etc.)

What are you most proud of in your piece of XING? We're a dream team because we compliment each other very well and are lucky to get on well with one another too. The friendly atmosphere in the office makes it a fun place to work.

What is the best thing you have done so far in 2007? Katharina: "My highlight of 2007 was the installation of the new alarm system with controlled access. Especially as it turned out during the project that we would also have to install an entirely new front door for the new system."
Christine: "Much of my year was taken up coordinating the extensive renovation work, like the new conference rooms, for instance, and the conversion of an entire new floor into an open plan office."

I most like to start my day in the office by ... Christine: Making myself a cup of coffee with plenty of milk.

My desk wouldn't be complete without ... Katharina: My blue mousepad with wrist rest.

You most like spending your lunch breaks ... We would most like to spend our lunch breaks together but this isn't possible because one of us always has to be on standby at reception.