

ESCP Business School Berlin is a state-recognised university and one of the leading business schools in Europe. Our **Blue Factory (startup incubator)** department is looking for a

Junior Programme Manager (all genders)

from 1st of Sep or later | Full-time, Part-time possible | initially limited for 1 year | in Berlin | 3.539,00 € – 3.754,00 €/month

Your Responsibilities

- Supporting the startup programme management (selection process & interviews, administrative tasks, organise workshops, cohort coordination)
- Supporting the exist and other grants communication and accounting work
- Communication with internal and external stakeholders
- Event organisation (in person and online) incl. all logistics (room booking, catering, speakers, schedule)
- Doing video and audio recording and editing for interviews (optional)

Your Profile

- You have work experience in a startup/scaleup or a strong understanding of the startup environment
- You are familiar with exist or other German funding programmes
- You speak English and German fluently
- You have a business or administrative background/experience
- You are a people person & open minded
- You are willing to facilitate events in the evening hours from time to time

We Offer

- Join an EU-wide Blue Factory team and network across our campuses
- A secure employment relationship in an international environment with an attractive salary
- Exciting and varied tasks in an international team with opportunities for 2 days mobile working per week
- Plenty of creative freedom and space for your own ideas thanks to flat hierarchies
- Subsidy for the Germany ticket
- Health programme and sport offerings

Interested?

We look forward to receiving your detailed application documents (CV, cover letter, references etc.). Please send these via the application button below, stating your salary expectations, by **15th of August 2026**, to:

ESCP Business School, Campus Berlin

Blue Factory
Heubnerweg 8-10, 14059 Berlin

<https://escp.eu/berlin>

[APPLY NOW](#)

www.escp.eu/vacancies-Berlin

About ESCP Business School: ESCP Business School is an international business school with campuses in six European cities. Founded in 1819, ESCP is the oldest business school in the world. To this day, the business school regularly ranks at the top of the Financial Times rankings. ESCP Berlin's academic focus is on entrepreneurship, sustainability and digitalisation.