



Sandra Sehring | Management Assistant

Sandra Sehring ensures smooth processes at Hamburg Institut. A true organisational talent, she coordinates the appointments of the management, takes care of personnel and recruiting as well as accounting and preparatory bookkeeping.

The graduate in business administration and trained office administrator used to work in marketing and film production. Before joining Hamburg Institut, Sandra Sehring worked in a medical care centre, including in the areas of management assistance, personnel processing, accounting and event management.

Her expertise:

- Assistance to the management
- General administration and organisation
- Accounting and preparatory bookkeeping
- Organisation of recruiting and personnel matters

Qualification and career

Since 2023	Management assistant at Hamburg Institut
2008 – 2022	Personnel processing, accounting, assistant to the management, Event Management , Medical Care Centre Prof. Mathey, Prof. Schofer GmbH, Hamburg
2005 – 2008	Management assistant , Transo-Pharm Handels-GmbH, Siek
1999 – 2005	Freelance and employed in film and television productions
1994 – 1998	Diploma in Business Administration , Studied business administration with a specialisation in advertising, Hochschule Pforzheim
1987 – 1990	Training as an office administrator, Stinnes-Trefz AG, Heilbronn