

Executive Assistant

25th June 2018

Rough Description

The role of the Executive Assistant is to support the daily operations of the CEO of Ajala Digital as well as any other related matters. You should have already had some work experience - whether in the frame of internships or side jobs during your studies. This role is ideal if you're a student since more work will be location-independent and in a very flexible time frame. You will gain substantial experience in working in a global boutique-style marketing agency, and work directly with a former Google employee and Forbes 30 Under 30 Honouree.

Tasks

- Support registration of business with research and preparation of documents
- Research events, and organize workshops/speaking gigs
- Support all German-related admin matters
- Provide support for sales efforts/campaigns when needed (affiliate support, analytics on campaigns)
- Research/reach out to new people for weekly video/podcast
- Research local charities for Give Back Day + approach them
- Create invoices
- Other upcoming business-related tasks

What's In It For You

- + Gain some serious project management and organization skills
- + Fine-tune your communication skills
- + Get access to a worldwide network & expand yours
- + Get to know the world of a location-independent business
- + Gain knowledge of several online tools that make a location-independent business work
- + Flexible working hours: I don't care about when you do the work, I care about it being done
- + Work directly with and get mentored by a former Googler and Forbes 30 Under 30 Honouree

Requirements

- Ability to work independently without micro-management
- Proactive: comes up with own ideas and suggestions to improve processes
- Quick learner and positive attitude to collaborate and to always get better
- Excellent written and verbal communication skills. Easily adjusts to different cultures.
- Ability to thrive in a fast-paced, dynamic and ever changing environment.
- Eager to constantly learn and evolve in a rapidly evolving industry
- Resourcefulness: in times of uncertainty, creatively making it work and finding new ways to produce results
- Must be a Bachelor or Master student at least 2 years into the studies
- Based in Vienna, Austria for the majority of the time
- Mother tongue: German, fluent in English. Other languages of benefit.

Details

- Official start date of the collaboration: as soon as possible
- Work time/week: 3-5h in the beginning, can increase over time
- Remuneration: €10,-/h (net)

I'm looking forward to your application!

