

# Executive Assistant to CEO

part time or full time, m/f/d



## The challenge

- Make our company run smoothly & help us maximize our productivity to reach our goals
- Be a life saver to our CEO [Jacek](#), with whom you will be working hand in hand in an open & direct way
- Help us bring the team and the company forward and keep growing yourself on this journey



## The benefits

- As an early employee you will have a huge impact on the company
- Option to grow into other company roles like business development, sales or other after >1y in the role
- Flexible work schedule and freedom to make your own decisions
- Competitive salary and a great office with free fruits & coffee in Kreuzberg
- An awesome team with lots of experience and fun on the job!



## Your tasks

- Managing our day-to-day operations, including budgeting and purchasing
- Scheduling meetings, organizing travel accommodations and the like
- Creating Reports and administrating funding and other programs
- Supporting projects like usability studies, marketing, and recruiting
- Running our company's social media profiles, collecting data & the like



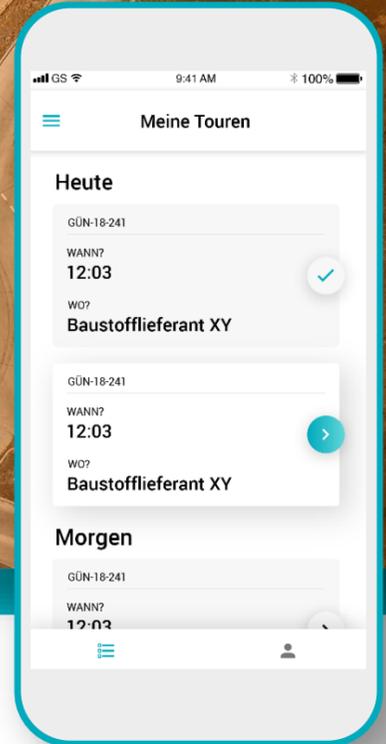
## That's you

- Organized and structured with the will to learn new skills and evolve
- Great communication (proficient in German, English is beneficial) and task management skills
- Solid Microsoft Office skills like Word, Excel and Powerpoint
- Open minded, positive and proactive team player who is passionate about their craft and up for a challenge

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# kamioni

Digital Logistics.  
Easy & efficient.



## Join Kamioni, a Delivery Service for construction materials & more

We at Kamioni make bulk goods logistics easy and efficient by connecting supply and demand on a single platform.

For this, we develop state of the art technology to coordinate the involved parties and let them benefit from network effects and transportation data mining.

We aim to relieve people from everyday tasks and help them make better use of our planets resources.

**Become part of our team and join our mission to accelerate the transition to sustainable and efficient logistics!**

**Your work will move hundreds of heavy construction trucks!**

Gefördert durch:



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Zusammen.  
Zukunft.  
Gestalten.



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