We are absolutely thrilled you are interested to join us at Rohlik Group. By now we have spoken to you about your experience and personality in great detail. Next step is to find out how you tackle a task in reality.

**Executive Team Assistant**

**Situation**

The Board Member has a hectic week ahead with multiple meetings, presentations, and an urgent need to address some operational challenges within the organization. You are tasked to effectively manage the BM's time, ensure that all preparations are in place for a successful week, and address the BM's day-to-day needs efficiently.

**Task 1:**

Analyze the BM’s schedule for the week and prioritize engagements based on urgency and importance.

Identify and resolve any scheduling conflicts.

Allocate time for the BM to address operational challenges, ensuring adequate preparation and follow-up.

Provided below is a fictive calendar of the BM for the upcoming week. You are required to prioritize, reschedule, and allocate time efficiently.

**Monday:**

* 9:00 AM - 9:30 AM: 1 to 1 with CFO
* 9:45 AM - 10:15 AM: 1 to 1 with CPO
* 10:30 AM - 11:30 AM: Product Strategy Review
* 1:00 PM - 2:00 PM: Lunch
* 2:30 PM - 3:00 PM: 1 to 1 with the owner of the company
* 3:15 PM - 3:45 PM: 1 to 1 with International CEO
* 4:00 PM - 4:30 PM: 1 to 1 with COO
* 4:45 PM - 5:15 PM: 1 to 1 with Chief of Product

**Tuesday:**

* 9:00 AM - 9:30 AM: 1 to 1 with Germany Country Manager
* 9:45 AM - 10:45 AM: Workshop on Operational Efficiency (Shortened by 15 minutes)
* 11:00 AM - 12:00 PM: Workshop Continuation or Open Slot
* 1:00 PM - 2:00 PM: Interview with Candidate for PA position
* 2:30 PM - 3:30 PM: Interview with a Trade Magazine
* 4:00 PM - 5:00 PM: Open Slot (Potential for a meeting with country management of Czechia)

**Wednesday:**

* 9:00 AM - 10:00 AM: Internal Audit Review
* 10:15 AM - 10:45 AM: 1 to 1 with Austria Country Manager
* 11:00 AM - 12:00 PM: Marketing Strategy Discussion
* 1:00 PM - 2:00 PM: Lunch
* 2:30 PM - 3:30 PM: Meeting with Supplier Representatives
* 4:00 PM - 5:00 PM: Open Slot (Potential for a meeting with country management of Hungary)

**Thursday:**

* 9:00 AM - 9:30 AM: 1 to 1 with Romania Country Manager
* 9:45 AM - 10:45 AM: Operations Team Check-In (Extended by 15 minutes)
* 11:00 AM - 12:00 PM: Open Slot
* 1:00 PM - 2:00 PM: Lunch
* 2:30 PM - 3:30 PM: Meeting with IT Department on Cybersecurity
* 4:00 PM - 5:00 PM: Open Slot (Reserved for unexpected or urgent meetings)

**Friday:**

* 9:00 AM - 10:00 AM: Sales Team Meeting
* 10:30 AM - 11:30 AM: Review of Legal Compliance Documents
* 1:00 PM - 2:00 PM: Lunch
* 2:30 PM - 3:30 PM: Open Slot (Potential for a meeting with country management)
* 4:00 PM - 5:00 PM: Wrap-up Meeting with Executive Team

**Task 2:**

Recommend digital tools to improve the BM’s schedule management, preparation for meetings, and addressing operational challenges.

Set up a system for the BM to easily access all necessary information and communications.

**Format**

Please prepare a structured presentation, which you will use to walk us through your proposal. Get ready for a 60-minute presentation, including Q&A.