**Executive Team Assistant**

Reporting to Board Members

Europe's leading online grocery delivery service. Using technology to deliver weekly shopping (17 000 SKUs) in less than three hours in 15 minute time slots, saving our customers time and giving them freedom and flexibility.

The world needs a better food system, one that is more sustainable, more inclusive and which brings healthier and more personalised food to all. Rohlik Group is leading this change. In every city we carefully select the best quality and freshest local produce to save our customers time; from butchers to bakery, and fresh produce directly from farmers via our unique Farm-to-Door program. We carry all the favourite brands, plus a range of affordable own-label products, so our customers don’t miss out on what they love.

**Role Overview**  
The ideal candidate should be well-organized and be comfortable scheduling meetings and responding to emails on the executive's behalf. From time to time we do an event for our staff and they would organize it and the logistics around it. Lastly, this individual should be able to help the Board Member with any necessary meeting preparations. The company is super fast and so is our management team. The ideal candidate will need to be as well.

**What we expect from you**

* Experience in managing multiple priorities, administrative coordination, and logistics
* Well-organized, detail-oriented, ability to multi-task with great follow-up skills
* Strong written and verbal communication skills in the English language
* Being fast, open and transparent
* Being a nice person who gets along with others
* Enjoying learning new things and not sweating mistakes too much
* Service & care as a life credo, not just a way to make money

**What we look for**

* Excellent customer service skills: meeting and exceeding expectations; intuitively understand stakeholders; anticipate needs; provide value
* Focused, positive attitude, flexible, and proactive
* Professional appearance and mannerisms
* Ability to multi-task and work in fast-paced, demanding environment
* Ability to deal with high-energy multifaceted board members
* Solution Focus: take ownership of requests; tailor solution to the member/situation; be timely in follow-up; resourceful in info gathering/research
* Superior organizational and project management skills: prioritization, time management, attention to detail, follow through, staying informed with organizational initiatives and priorities
* 3 years of experience working with a Board of Directors and/or board appointed committees

**What we offer**

* Your work will have a direct impact on the company's results
* We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere in the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow trends, but set them
* Last but not least, we mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and a legendary company events

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