**Team Asisstant**

Reporting to CPO

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**

We are looking for a proactive and detail-oriented Team Assistant to support our team in day-to-day operations. In this role, you will ensure smooth communication, organize schedules, and manage administrative tasks to help the team achieve their goals efficiently. This is a great opportunity for someone who thrives in a fast-paced environment and enjoys being the backbone of a well-functioning team.

**What we expect from you**

* Organize and maintain team schedules, meetings, and travel arrangements.
* Manage correspondence, emails, and communication between team members and external partners.
* Support the team with administrative tasks, such as preparing reports, presentations, and documents.
* Assist in coordinating events, workshops, and team activities.
* Proactively identify opportunities to improve workflow and processes.

**What we look for**

* Previous experience in an administrative or assistant role is an advantage.
* Strong organizational and multitasking skills.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint) or similar tools.
* Excellent communication skills in English, both written and spoken.
* A proactive and positive attitude with a keen eye for detail.
* Flexibility and the ability to prioritize in a dynamic environment.

KPI:

* Timely task completion:
* Meeting and event organization
* Communication efficiency

**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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