



Executive Assistant

Position Summary

Inventorum is developing an innovative platform for local retailers to run their day-day business while simultaneously and effortlessly selling through multiple channels of e-commerce such as their own webshop or Portals such as ebay.

We are passionate about equipping small businesses with big business tools so they can better compete and be more profitable. Eventually we want to empower and encourage consumers to shop locally through easy-to-use search tools. Bottom line: We want small businesses to thrive and grow.

As Executive Assistant you will report to the CEO and be responsible for supporting various aspects of the business. You will be playing an integral role in supporting internal processes and building relationships with partners and vendors.

Responsibilities

- Answer and manage incoming calls.
- Support the accounting department for periodic reporting.
- Monitor news, media and social network outlets for relevant topics and prepare periodic summaries for the company.
- Execute administrative tasks for the office such as ordering supplies, scheduling conference rooms, etc.
- Make travel and guest arrangements.
- Review internal operating practices and suggest improvements where necessary.
- Support executives doing research, organize meetings, and prepare collateral.
- Develop ideas to further own career and improve the company value.

Requirements

- Completed apprenticeship, trade school or University for business administration or related degree.
- 3+ years experience in an administrative role, preferably in Startup environments.
- Basic understanding of German accounting principles.
- Understanding of social media.



- Proficient in Microsoft Office (Word, Excel, Powerpoint)
- Fluent in written and spoken German and English.
- Able to manage high-pressure situations and flexible working hours.
- Good communicator and facilitator.
- Diligent in processes and timelines.
- Passionate about working in a fast-paced startup.

About Inventorum

Inventorum is everything a start-up should be. We are led by a Silicon Valley veteran and supported by a German serial entrepreneur. We care about our employees. We are creating a vision-driven killer product and are striving to make our customers happy. We work hard but respect people's lives, expect excellence and encourage personal development.

We reside in a loft in Berlin-Mitte, the new hub for start-ups in one of the best cities in the world. Its history, culture, and quality of life are well-known. Housing is still cheap here, you get a full meal for 5 Euros and for families there are great international schools and day care centers.

We are looking for men and women who are passionate, understand the urgency of start-up setting and take pride in the ownership of their tasks while functioning fully in a team setting.

For this position, Inventorum is looking forward to hearing from applicants with experience in and passion for the supporting roles of a young company. Our compensation is competitive in salary and includes all the benefits of German social security. We are an equal opportunity employer and encourage anybody to apply who feels to be up to the challenge.

Contact

Tel. +49 (0)30 / 1207 6655
jobs@inventorum.com