

Executive Assistant (Creative Dock Innovation)

SUMMARY OF POSITION

We are currently looking for an experienced Executive Assistant to join our re-shaped innovation team! In this role, you will support three senior managers of the innovation team and perform administrative tasks in order to enable them to advance the teams' initiatives and goals. This position is ideal for someone who thrives on bringing organisation and seamless coordination to senior leaders, who can prioritize work assignments as they come in and is capable of working on tasks that are not clearly defined. You will be fully on-boarded as part of the official team, take part in our team's activities and expected to be contributing with your inputs, ideas and good spirit.

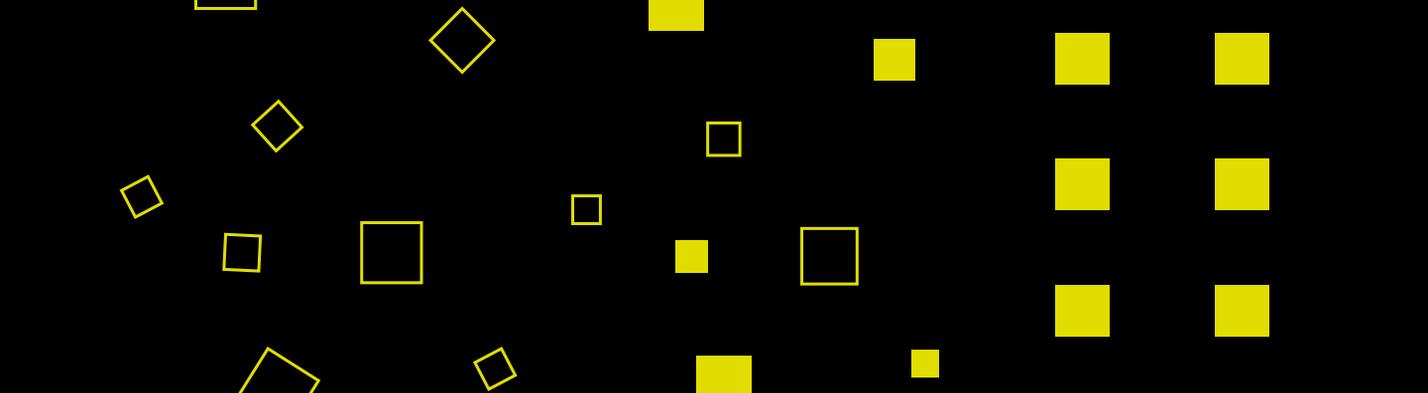
YOUR RESPONSIBILITIES

- Manage complex calendars and scheduling of meetings and events
- Organise and prepare meeting logistics, gather documents, take minutes during meetings, and define, distribute and keep track of tasks afterwards
- Draft, review and send letters, memos and emails on behalf of the senior management
- File and maintain various records and documents, including support with financial reports
- Answer and respond to phone calls, communicate messages and manage information flow in a timely manner
- Coordinate travel arrangements
- Work in collaboration with the group's other executives and their assistants for all queries, requests or issues related to company's administration

SKILLS AND QUALIFICATIONS

We are looking for an individual who is passionate, enjoys working in an international, innovative and dynamic environment and has great attention to detail and accuracy. As a highly organised Executive Assistant you will be able to multi-task and prioritise a diverse number of activities and interactions whilst maintaining flexibility and adaptability.

- Demonstrable experience working and supporting leaders or teams in high priority tasks
- Outstanding organisational and time management skills, as well as ability to meet deadlines
- Ability to pay attention to detail and multitask
- Flexibility and self-direction in a fast-paced environment
- A proactive approach to problem-solving with strong decision-making skills
- Being comfortable working with people with different personalities and from different backgrounds
- Knowledge of frequently used software programs, such as Microsoft Office and Google Suite
- Excellent written and verbal communication skills in English (German and/or Czech a plus)



WHAT WE OFFER

- A company that shapes social change, business innovation, and technology applications
- An open and dynamic work culture based on personal initiative, teamwork, direct feedback, continuous learning, and experimentation
- Multidisciplinary teams with flat hierarchies, characterised by ambitious individuals and diverse competencies
- Three vibrant main offices across Europe and 7 additional locations across Europe and the Middle East

START: Sept 1, 2022

LOCATION: Ideally based in Berlin or Prague

EMPLOYMENT: Full-time

Apply via lucie.bohackova@creativedock.com with a motivation letter and CV.

ABOUT US

Creative Dock is Europe's largest independent venture builder. We build digital products and companies from idea to scale. We innovate for corporations and help them find new sources of revenue, even changing their business model through digitization and digitalization. As a group we operate in 10 countries and have launched 100+ products and companies throughout Europe. We employ 500+ people across our main offices in Prague, Zurich, and Berlin. In the first half of 2022 the group has expanded to include Spark Works, which focuses on early stage in-house and open innovation; Rohrbeck Heger, with its longstanding expertise in strategy and foresight, and Founders Lane, a Berlin-based corporate venture builder. Together we've built a highly experienced innovation team of around 60 people across Europe.