

why.work is hiring!

EXECUTIVE ASSISTANT

- ❖ *Part-time or full-time*
- ❖ *Remote work*
- ❖ *English and German speaking*



why.work





Help us shape the future of work as a Personal Assistant

Freelance position, part-time or full-time, in Berlin or Remote

Responsibilities

- Support partners in organising various projects
- Undertake daily administrative tasks to ensure the functionality and coordination of the group's activities
- Assist in the organisation of events and (potentially) attend them to facilitate their success
- Provide administrative support to the partners, including managing a busy calendar, scheduling and prioritizing appointments, and making travel arrangements for international and domestic travel
- Organise our digital documents and assets
- Be dedicated to making our partners successful, anticipate their needs and do your best to save them time and support them
- Process emails and organise calendar appointments
- Keep track of our partners and clients birthdays and other milestones and make sure we celebrate them accordingly

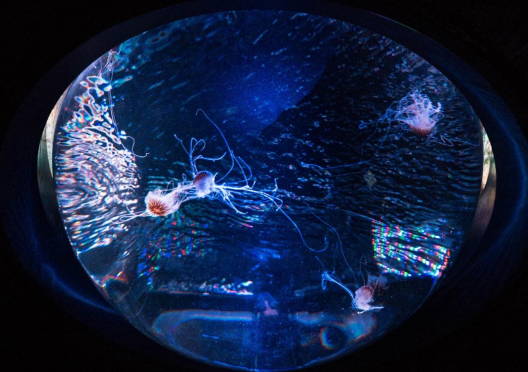
Requirements

- Well-organised with great project management skills
- Good understanding of office management and operational principles
- Excellent English and German, written and spoken
- Work like a ninja with Google calendars (or learn how to fast)
- Demonstrated flexibility, information sharing, and anticipating needs is essential
- Must have competency in working with new technologies and systems
- Ability to multi-task and adhere to deadlines
- Strong self-initiative and ability to independently, as well as in a team
- Excellent problem solving skills with a hands-on mentality
- Previous work experience is a plus
- **Being friendly, supportive and communicative is a must in this role!**



Your Benefits

- **Mentorship and coaching from our partners** - at why.work, you'll never stop learning. Whether you grow to join us as a partner or use why.work as a launching pad, we'll support your personal goals and aspirations!
- **Flexibility** - work with us in Berlin or remotely from anywhere in the world and create your own schedule.
- **A "growth-mindset" environment** - as an innovative and diverse consultancy, you are offered a friendly working atmosphere and a constructive working environment leaving much room for new possibilities and ideas. Use this opportunity and show us your motivation.
- **Hourly remuneration** - Compensation per hour, depending on skill level and experience,



Our Expectations

- **Be committed and proactive** - we are looking for someone to join our team and grow with us and thus we expect you to work on our company development as well as your personal one and take initiative from day 1!
- **Be reliable and flexible** - our partners work long hours on multiple projects and need you to be dependable, punctual, organised and respectful of their time. You will never have to work more than the agreed-upon hours, but we may schedule calls outside of regular office hours with your agreement.





Ready to embark?

Apply for a role with us part-time or full-time, in Berlin or remotely.

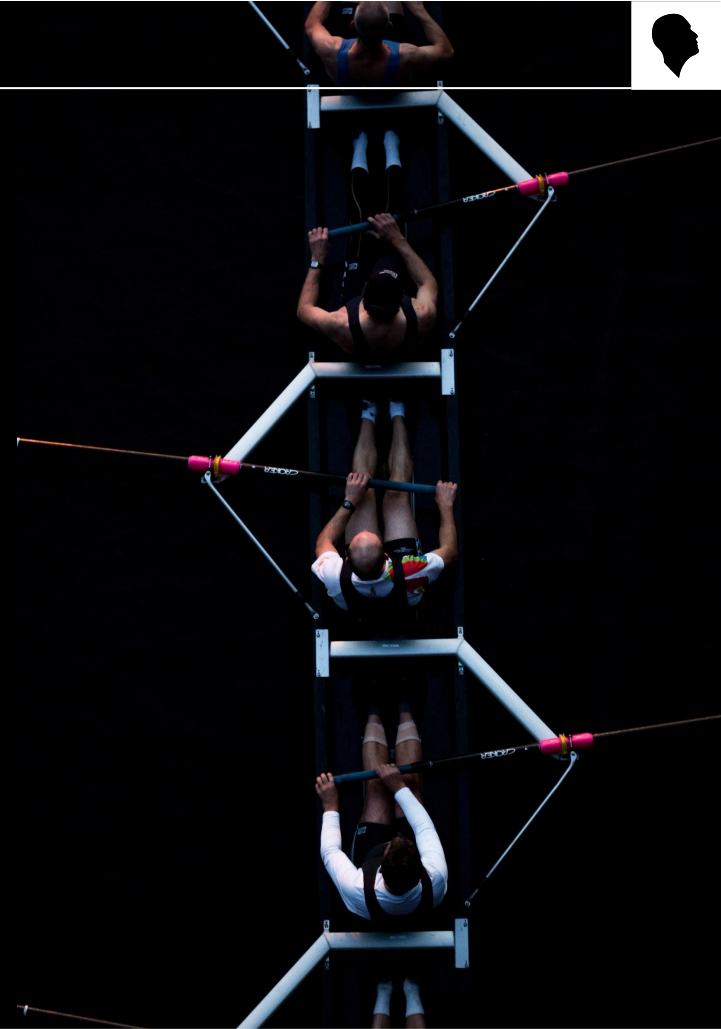
Submit your application online via the application form at **why.work/jobs** now, including:

- Your CV
- A short email explaining your motivation and relevant experience
- Your availability (starting from 10 hours per week) and earliest starting date
- Your location (will you be in Berlin or working remotely?) and status (freelance or employed)



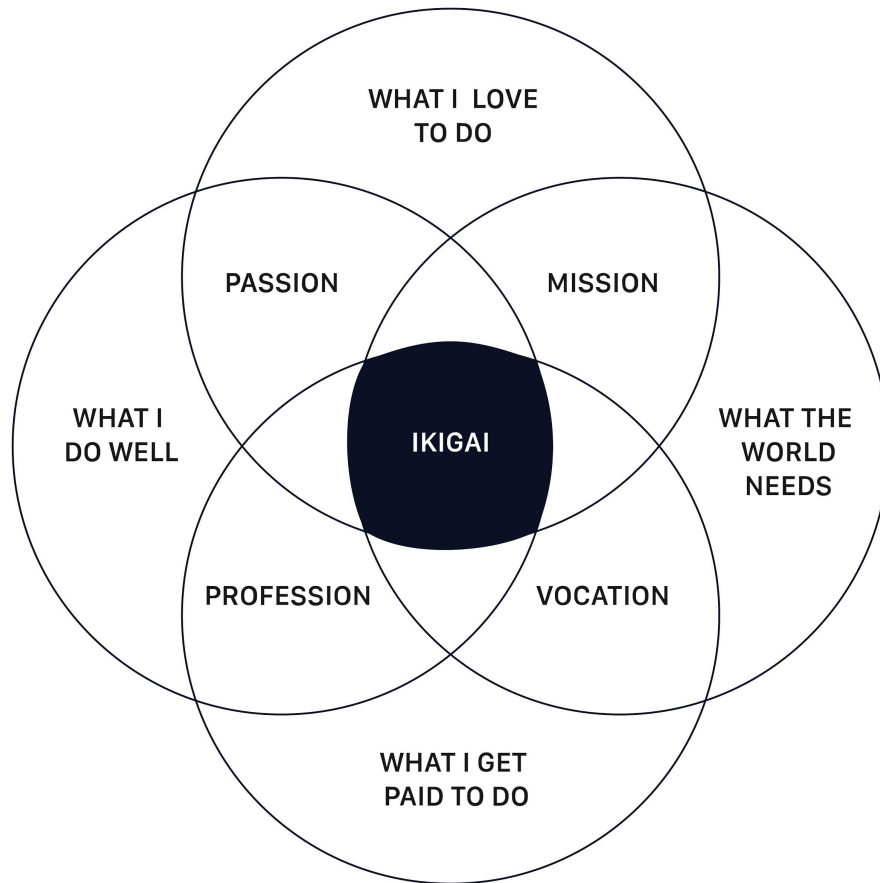
Why.work is a leading edge consultancy and skills development company that helps propel the development of corporations and startups from decisive angles. We support our clients in driving their strategy and innovation initiatives, empower humans by keeping their skill sets relevant through life-long learning and foster the future of work. Our clients range from early stage startups to transnational companies with 10.000s of employees.

Find out more at why.work





Why do we do it?





DO SOMETHING GREAT

[why.work](https://www.why.work)