

WE ARE HIRING!



SHP is looking for an **Assistant Office Manager!**

Startup Hub Poland is a non-profit foundation. Our vision is to facilitate technological development in the CEE region and increase its global presence as a place where disruptive technologies appear. We are currently looking for a talented team-player to join our international expert's crew based in Warsaw.

If you are:

- a fluent English speaker;
- a perfectly self-organized person;
- a multitasking genius capable of running own projects;
- a logical administrator capable of working with accounting and public agencies

And:

- if you feel that startup community, high-tech investments and big industry contacts is something you are interested in and wish to explore;
- if you are a personality of big ambitions and dream to change the world of tomorrow,

apply to join us!

Responsibilities:

- organizing office work and documentation;
- calendar management and setting up meetings;
- drafting and managing agreements and contracts;
- accounting;
- supporting analytical and marketing units;
- relations with partners, clients, public offices.



What we offer:

- 2 months paid internship program with perspective to full time contract;
- working with investors with 100+ years cumulative experience;
- possible promotion to office-manager after successful internship;
- work-contract and salary rise within first 6 months;
- working with technologies affecting millions of people all around the globe.

We are waiting for perfect candidates at recruitment@startuphub.pl



startuphub.pl