

Executive Assistant

Vienna or Graz | Administration | Full-Time

As a Fintech Startup we are expanding rapidly and hence, we are seeking new, experienced and hands-on team members who think outside of the box (and are not afraid to share their thoughts), will deliver unique ideas and like to work in a fast-paced environment.

At Brickwise we will introduce customers to a new way to invest in real estate and benefit from it like an owner. From buying digital shares, to managing assets and global trading, customers simply get more with Brickwise.

About the opportunity

We are looking for an Executive Assistant to our founders, who will partner closely with the Executives and support with meeting scheduling and planning, coordinating travel and team offsites, coordination projects, product planning and other on-demand tasks. This is a great opportunity for a motivated and ambitious individual with a background in product, tech organisation or executive support, who would like to join our growing company and be part of a fast-paced environment.

Your mission

- Manage the calendars and coordinate meetings with internal and external teams; this includes preparation of meeting materials, agendas, notes and memos.
- Handle details of a highly confidential and critical nature
- Keep up to date with all relevant projects and key topics of the Executives
- Organize team events and off sites with the help of the office team.
- Assist in product planning, product coordination and a variety of projects by preparing reports, documentation and presentations
- Coordinate travel as needed; including itinerary summaries and travel logistics. Process expenses reports
- Work closely together with administrative assistance on financial administration
- Partner with other assistants and key stakeholders on driving efficiency and facilitating an improved structure for management

About you

- Strong interpersonal skills and fluency in German and business English
- Able to thrive in a fast-paced environment whilst being able to prioritise and always looking for ways to improve
- Comfortable to work independently with little guidance. You take ownership of your workload and react with appropriate urgency to changing priorities.
- High level of integrity and discretion in handling confidential information
- Project management capabilities and experience in coordination of cross-functional matters
- You are someone who moves at a fast pace and is still able to do your best work. You're quick to pick things up and love to learn.
- You don't accept the status quo and are always looking for ways to improve.
- 3-5 years of professional experience in supporting Senior Managers or Leaders
- Previous experience working in a product and/or tech organisation would be a plus

Our offer

- Work in a young and experienced startup environment
- High degree of autonomy
- All the latest tech you need
- Skip the commute and work from home once a week
- Flexible working hours
- Room for personal and professional development
- Competitive gross salary at a minimum of € 36,000 (based on 40 h/week). Our final offer will depend on your skills and experience.

Sound good? Apply for this position and join our team!

Submit your application and CV (English or German) via email at hello@brickwise.at