

Executive Assistant

People, Culture and Performance Team– Berlin, Germany

Executive Assistant (EA)

Envio is a technology services provider for building automation and automated indoor agriculture. Our customers are the largest utilities, property portfolio managers, and public/government entities on Earth. As an EA you will be pivotal to the success and continued growth of our business as you will be responsible for the optimization of our CEO and COOs time and their ability to focus.

We are looking for an all star who is passionate about startups and understands the needs of a CEO and COO. You are passionate and proactive in providing support. Able to be flexible with the demands and pivot priorities quickly and with ease.

We expect you to have previous experience and diverse skills in business. Our ideal candidate will be able to utilize their education and experience to create efficiencies and to communicate the needs of the business to shareholders and team members alike.

At envio we are:

Collaborative - We believe teams solve big problems together

Resourceful - Workable solutions exist for every problem

Resilient - Try a dozen things a hundred different ways if that is what it takes

Disruptors - We invent things people didn't know they needed but can't live without

Pioneers - We take on complex challenges using new tools

Each one of our values is a part of our everyday interactions.

Responsibilities:

- Assist the CEO and COO with daily schedule and duties, to include managing their calendar, commitments, and travel arrangements (planning itineraries, developing agendas and meeting materials, reporting expenses, etc.).
- Provide general administrative support to the team to include.
 - Receiving and interacting with visitors;
 - Answering and managing incoming calls;
 - Maintaining paper and online records and defining procedures for their retention, protection, retrieval, transfer and disposal;
 - Arranging meetings and conference calls (including coordinating all meeting logistics, developing agendas and meeting materials, etc.);
 - Drafting correspondence and presentations;
 - Recording, transcribing, and distributing notes/minutes of meetings; and
 - Providing other daily support to the team as needed.
- Perform general office/facilities management duties to include:

- Managing the inventory of office supplies, ordering additional supplies as needed and ensuring that costs are appropriately managed;
- Planning space allocations, layouts, and floor moves as required; arranging for and supervising building maintenance; and
- Maintaining office facilities and equipment by assisting with procurement and routine maintenance and upkeep.
- Perform accounts payable processing and other basic accounting functions to include:
 - Reconciling invoices and filling out payments request with proper coding;
 - Assist with entering and processing approved payments;
 - Developing and maintaining files; and
 - Developing and maintaining various financial databases and reports.

You Are:

- Educated with a Bachelor's or Master's in Business or relevant field.
- Experienced with 3-5+ years' in a similar position.
- A collaborator with a sense of initiative, you like to take initiative
- Positive and professional approach (organized, autonomous and a good time manager)
- A solution maker with demonstrated skills for problems solving & decision making
- Fluent in English and strong oral and written communication in German
- An adapter to change and uncertainty

We Are:

- A positive and friendly international team with Fun Fridays and monthly events
- A dog-friendly environment with two cuddly furry friends.
- Dynamic, and evolving as we grow