

## Working student (m/f/d) Executive Assistant (20h/week)

### YOUR MISSION:

Working directly with our managing directors, the executive assistant provides executive, administrative, and analytic support to the COO, as well as the management team. The executive assistant is the primary point of contact for internal and external contacts, organizes and coordinates external relations efforts, and special projects independently.

### RESPONSIBILITIES:

- Direct partner of the management, supporting in the fields of investor and customer relations, market analysis and/or controlling **depending on interests and prior knowledge**
- HR support in recruiting, talent acquisition and general HR-management
- Executive support in daily administrative duties e.g. completing financial reportings, arranging complex travel itineraries, composing and preparing correspondences

### YOUR PROFILE:

- Degree in economics or equivalent experience
- You have strong analytical skills and have high standards of quality
- You can work independently and have strong organizational skills
- Excellent verbal communication skills. English and German proficiency is a must
- Enthusiasm to learn about the space industry and the software business
- Experience in a start-up environment is a plus

### YOUR BENEFITS:

- Team of motivated entrepreneurial colleagues and experts in the space domain
- Possibility to quickly take over own responsibilities for your own projects
- Fair payment with the possibility of a subsequent full-time employment
- Flexible working hours
- Free coffee, lunch routines and fun office events

### ABOUT US:

At OKAPI:Orbits is a young start-up developing an innovative AI-based platform for automated collision avoidance of satellites. We value entrepreneurial-minded, creative people, who are willing to take responsibilities to actively contribute to the development of OKAPI:Orbits and its products.

**CONTACT:** Kristina Nikolaus, [career@okapiorbits.space](mailto:career@okapiorbits.space)