

# Executive & Team Assistant with the General Manager Employer (CRO)

Du bist bei HeyJobs genau richtig, wenn Du helfen willst, den bevorstehenden Fachkräftemangel in Europa zu verhindern, damit auch in Zukunft jede:r von Pflegekräften medizinisch versorgt werden kann 🚑, Züge pünktlich ankommen 🚆 und ältere Menschen von Altenpfleger:innen versorgt werden können 😊.

Im Jahr **2021** haben wir bereits **1%** der Neueinstellungen in Deutschland durch unser Produkt ermöglicht.

Über **3.00** Arbeitgeber gewinnen ihre Talente durch unsere KI.

Wir haben das Leben von **100.000** essentiellen Arbeitskräften positiv beeinflusst, die durch unsere Karriereplattform einen besseren Job gefunden haben.

Mit über **50 Millionen Euro** Finanzierung und einem Team von über **300 Mitarbeiter:innen** expandieren wir, um den europäischen Arbeitsmarkt zu revolutionieren (aus Berlin, Hamburg, Köln und Wien).

**An impactful role in a high growth company:** As Executive & Team assistant you will work closely with our [General Manager Employer \(CRO\)](#), driving the success of our mission and scale-up journey across all of our Employer functions (B2B Marketing, Sales, B2B Product and Strategy) encompassing the largest part of the organisation with more than 250 HeyJobbers in the team.

## 🎯 How you can contribute to HeyJobs

- You will provide administrative support for our CRO and the Employer leadership team and drive for efficient ways to maximize their time
- You support meeting and workshop preparation and follow-ups, preparing presentations and data where necessary
- You create memorable experiences for the members of our Employer Org, by managing and coordinating special Employer events, like our quarterly celebration and help create new formats
- You will own, establish and run a wide range of Employer initiatives such as:
  - Drive employee engagement & collaboration via events, meeting formats and further continuous improvement initiatives
  - Continuously improve our office buildout as well as remote collaboration setup with support from HR & IT Support
  - Run Employer team internal communications such as newsletters, Q&As, Bi-Weekly Meeting formats, etc.
  - Overall Employer culture initiatives
- Last but not least, you will leave a mark by radiating positivity, energy and enthusiasm and will scale this in our Employer organization.

## 👉 What sets you up for success

- First experience as Executive and/or Team Assistant, HR Manager or Feelgood Manager in a high-growth tech company with over 100 employees
- Experience in event planning and establishing department wide initiatives

- You speak and write German and English fluently and have great communication and slide presentation skills
- You are an outgoing, energetic person that loves to multiply positivity and create awesomeness through setups, events, and doing good for our overall team.
- You have good planning and prioritization skills and a high attention level to details, requiring little guidance
- You have a high affinity to growing people and culture
- You have a good sense of humour and like to laugh, learn and grow with us!

### What you will love about us

- **People & Values:** We treat people in the way people should be treated, we bring out the best in everyone, we put our people first. Learn more [here](#).
- **Growing individually and as a team:** 7 step career framework, bi-yearly performance reviews, 3 days of yearly educational leave & 500€ budget
- **Work-Life Balance:** 28 holidays\*, plus 1 additional day p.a., minimum 3 weeks work from anywhere per year and a 1-month paid sabbatical\* every 3 years, flexible work hours
- **Societal Impact Employee Groups:** Follow your passion with HeySustainability, HeyVoices, HeySisterhood, HeyPeace or found your own circle
- **Wellbeing:** 6 free Mental Health sessions per year via Nilo.Health to enable every HeyJobber to connect with the right mental health solution for any mental health challenges they are facing
- **Benefits:** €50 monthly allowance\* with Ben Card to spend on something you actually need and want. HeyJobs discounts for sustainable products and services via FutureBens & more
- **Events & Feel Good initiatives:** Fresh fruit, great drinks, monthly team lunch, 3 company-wide events per year, quarterly team events & plenty of feel good initiatives
- **Great offices with high quality equipment:** MacBook / ThinkPad, Sennheiser Headset, screen for home office + additional hardware; HQ Berlin (Kreuzberg, Paul-Lincke-Ufer); HeyHub Cologne (Design Offices Gereon), HeyHub Vienna (centrally located in 1020 Vienna) all with standing desks, hybrid set-up meeting rooms & AC - good public transport connections & great lunch options

At HeyJobs diversity and inclusion is key to creating a culture attracting the best talent and ultimately leading to achieving our vision. Together, we are 30 different nations, 45% women and 50% female leaders.

We are explicitly not hiring anyone who discriminates on the basis of religion, national origin, gender-identity, sexual orientation, age, marital status, or any other aspect that makes you, you. We encourage individuals from LGBTQIA+ and other underrepresented groups to apply.

We are proud to have been continuously ranked as one of Berlin's best tech employers!

See for yourself: [Top Tech Employer](#) in Berlin, [Kununu](#), [Glassdoor](#), [Top 25 LinkedIn Startups](#).

\*offers may differ for international hubs