



Ваш надежный помощник

Operations Assistant

📍 Киев,

Компания: Hyperspace

Рубрики: [HR, управление персоналом](#), [Офисный персонал](#), [Консалтинг](#)

Пожелания к сотруднику

Образование: не имеет значения

Опыт работы: не требуется

График работы: частичная занятость

Описание вакансии

Welcome to Hyperspace. We believe innovative companies can change the world. We build the infrastructure that powers startups to grow and succeed.

Operations Assistants are curious, fast, adaptable, teammates that work across departments including HR, finance, and logistics. This role supports internal teammates in figuring out operational challenges and maintaining fine tuned internal systems. This role will help with many different kinds of tasks, including keeping accounts perfectly balanced, preparing compliance documentation, gathering HR resources, drafting decks and trainings, and supporting with general admin needs. This role is ideal for someone with a sharp attention to detail who is eager to learn and grow. It will be a valuable opportunity for someone curious to see what it takes to build businesses from the ground up.

Core Responsibilities

- Be a champion sidekick for the US team, learning to anticipate what's needed
- Draft content, such as presentations, how-to guides on recruiting or marketing, or surveys
- Prep documents, such as Statements of Work or Invoices
- Research questions, such as compliance requirements in Arizona
- Help with bookkeeping and keeping accounts clean
- Adapt to the new challenges and opportunities that arise every day
- Learn voraciously

Expected Availability

- This role is part time, up to 20hrs / w
- You'll have the flexibility to set your own schedule, but the rest of the team is based in the US so it's important to be comfortable working non-standard hours, such as taking a few evening meetings

What Will Help You Succeed

- Conversational level of English
- You love to knock out a To Do list. Crossing items off gives you great satisfaction.
- You are detail oriented. You will check and recheck something to make sure it's right
- You're curious about the world around you. Helping startups grow and understanding the fundamentals of their business models is

interesting to you.

- You're not afraid of challenges. The chance to learn something new excites you.
- Comfortable working across time zones

Контактная информация

Контактное лицо: HyperspaceEnterprises

Сайт: <https://www.hyperspace-enterprises.com/>

Адрес: San francisco