https://jobs.ua/job-business-amp-operational-assistant-3841282

Ваш надійний помічник

Business & Operational Assistant

Луцьк, 25 вересня 2024

Компанія: Nova Software Engineering (https://jobs.ua/company/id/1638021) (Всі вакансії)

Рубрики: Офісний персонал

Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	бажано
Графік роботи:	повний робочий день

Опис вакансії

About Nova Software Engineering:

Nova Software Engineering is a leading firm specializing in innovative software solutions for professional B2B clients, enterprises, and businesses. We pride ourselves on delivering cutting-edge technology and exceptional service to our clients. In addition to our external services, Nova also provides comprehensive technical support and services to our affiliated companies under The imagine. Companies umbrella, ensuring seamless operations and integration across our diverse ventures.

Position Overview:

Nova Software Engineering is looking for a proactive and organized **Business Assistant** to work closely with our founder. This role goes beyond traditional administrative tasks - you'll play a key part in helping scale our growing company. We need someone with strong tech skills, excellent English communication, and the ability to think on their feet. If you're resourceful, eager to learn, and excited about working in a dynamic environment, we'd love to hear from you!

Responsibilities:

Business and Administrative Support:

- Assist the founder in managing day-to-day tasks, including scheduling, organizing files, and handling communications.
- Help manage the founder's calendar - appointments, meetings, and travel arrangements included.
- Handle confidential information with care and professionalism.
- Assist in preparing presentations, reports, and documents that contribute to business growth.

Client and Partner Relations:

- Act as the main contact point for clients, vendors, and stakeholders, helping to build and maintain strong relationships.

Meeting and Project Coordination:

- Organize meetings, set agendas, and ensure timely follow-up on action items.
- Coordinate small projects and follow through on pending tasks to keep things on track.

Operational Improvement and Growth:

- Identify areas for operational improvement and suggest ways to make things more efficient.
- Support recruitment efforts, from scheduling interviews to onboarding new hires.

Scaling and Promotion:

- Assist in researching potential opportunities for growth and business development.

- Take part in executing strategies to promote the company’s brand and services.

Qualifications:

- A bachelor’s degree in Business, Communications, or a related field is a plus but not required.
- Some experience as a Personal or Executive Assistant is helpful, but a strong willingness to learn is more important.
- Excellent organizational skills and the ability to manage multiple tasks.
- Tech-savvy with a quick learning curve for new tools and software.
- Fluent English communication skills—both written and spoken.
- Familiarity with Google Workspace and Microsoft Office is preferred.

Benefits:

- Be part of a dynamic startup environment with room for growth.
- Flexible working hours and the possibility to work remotely.
- Develop new skills while playing a key role in scaling the company.

How to Apply:
If you're interested in joining us, please send your resume and a brief cover letter to careers@choosenova.com, explaining why you'd be a great fit for this position. Include "Business & Operational Assistant Application" in the subject line.

Контактна інформація

Контактна особа:	JordanBardach