



SpexAI®

Superhero needed: Executive Assistant / Project Manager (f/m/x)

Your mission

- Be the linchpin in our operations, coordinating stakeholders, enhancing our brand, and ensuring smooth leadership operations.
- Manage administrative tasks with exceptional support, discretion, and efficiency.
- Monitor and adapt project and communication strategies for optimal effectiveness and financial success.
- Support financial reporting, budget management, and meticulous expense tracking.
- Build and maintain positive relationships with team members, stakeholders, and partners with confidence and enthusiasm.

Your skills

- | We are thrilled to be searching for an exceptional candidate with essential analytical and communication skills, as well as vast project management know-how!
- | Previous experience in a start-up environment is a huge plus.
- | We are seeking an extraordinary individual who is super-structured, organized, and proactive.
- | The ideal candidate should be passionate about communicating with different stakeholders and not afraid to implement new ideas with confidence and enthusiasm!
- | Possessing a can-do attitude and the courage to take on extraordinary tasks, displaying a flexible approach to thinking and working, being proficient in office software, ideally social media and bookkeeping tools, and being fluent in English (as it is our company's primary language!) are all essential qualities for this role.

Your benefits

Simplifying plant production – in Cannabis and beyond.

Shaping and growing a young company – together.

Working in an open, honest, and thriving environment.

Remote and onsite work in Cologne with trust-based and flexible working hours.

Apply today

work@spexai.com