

DO it: Leadership and Operations Support

You are an organised, communicative and entrepreneurial person, who loves to support others to get the job done in the best way possible

Start date: July 2017

Location: Berlin Campus, Germany

Position type: part-time (50%)

Let's DO it together.

The world today confronts us with many challenges. But when great ideas are brought to life through entrepreneurial spirit, innovation, and implementation skills, we can make a real difference. In the world of business—and in the world at large.

The DO School is an award-winning social enterprise that believes good business is the best solution to the world's biggest challenges.

Partnering with visionary companies on problems that can't be solved the usual way, the DO School curates entrepreneurial teams around diversity, expertise and passion for the topic, empowering talented individuals to turn their ideas into action.

Working together, company and team innovate and implement high-impact solutions while honing the skills to build a better world.

What you would DO:

Your mission will be to work with the management team of the DO School to provide support for the efficient processes and exciting culture that we cultivate to allow our great team to innovate constantly.

Key aspects to your work with the DO School would include:

- Support our Head of Finance and Operations in developing and improving operations across the organisation and other strategic projects
- Coordinating travel arrangements for the team
- Supporting management team administration, including diary management, travel accounting, daily paperwork management
- Supporting HR development and the growth of a creative and innovative team
- Supporting the DO School team in day-to-day operations
- Hosting and greeting guests who arrive at our campus, in keeping with our DO School spirit

Your profile:

- You are an entrepreneurial, well organized person that has at least two years work experience in a similar role
- You have excellent communication and interpersonal skills, and are able to multitask without losing focus
- You have very high levels of diligence, especially when it comes to handling documents and keeping track of schedules
- You have high levels of independent problem solving, thinking proactively and ahead of problems
- You have good knowledge of MS Office and good internet proficiency
- You are fluent in German and English



That's in it for you:

- The chance to continuously create and try out groundbreaking new ideas
- The opportunity to collaborate and learn from your peers as well as our team of internationally renowned experts
- An entrepreneurial, creative and international team
- An environment in which self development is encouraged
- A high level of responsibility
- A workplace that offers tangible world impact and the chance to actually get stuff done

Application:

We look forward to your application to become part of our DO School team! Our application process is always online, so please submit your application through our application portal. This will be a rolling application process.

<https://thedoschool.jobbase.io/>

If you have any questions about the application process or the job description, please send an email to: career@thedoschool.org.

Please note that we only accept applicants who have the right to work in Germany.

Equal opportunity employer:

The DO School provides equal employment opportunities to all people, without discrimination based on race, colour, religion, gender, creed, national origin, marital status, disability or sexual orientation.