



We do,
what we love.

Team Assistant

[m/w]

starting date: as of now, in Frankfurt, fulltime

savedroid creates a unique AI-fueled ecosystem of crypto saving and investing for the masses. Our mission is to help young people to save money and cryptocurrencies comfortably and safely with Germany's first intelligent savings app and to fulfill their small and big wishes almost unnoticed. We follow a passionate style and are passionate about making our product a hit.

Your tasks

- Supporting our team is your main mission
This includes:
- Planning and executing team- and community-events, conferences and workshops
- Scheduling responsibilities for the whole team concerning appointments, interviews, travel-activities ...
- HR and accounting activities + handling the never silent telephones
- General office management tasks

Benefits

- A salary package consisting of an attractive fixed salary, an employee stock option program and savedroid tokens
- Responsible for diversified tasks in an exciting industry with
- Team-oriented, open-minded working environment with dynamic colleagues, super team-offsites, sport & socializing events & much more
- High learning curve
- Burn-out-Protection-Dogs: Lila & Jewa
- Just check out our videos about working at savedroid and our product on YouTube

Preferred Skillset

- You are exceptionally organized and have extensive administrative skills
- Proficiency in MS-Office is a must
- Ability to prioritize and work well under pressure whilst paying great attention to detail
- You work well on own initiative and have strong time management skills
- Experience of HR and accounting topics
- Open and strong communicator with the incentive to make everyone's day-to-day easier and more fun

And this is us:

- We employ and empower the best talents and value their expertise
- We work passionately and fearlessly beyond our comfort zones to improve continuously
- We actively listen to, constructively manage, and protect our communities
- We respect and help each other and create a fun and caring environment
- We solve problems hands-on, but openly discuss topics affecting everyone

Apply Now

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For more information please visit:

www.savedroid.de



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