



G R O O T S

Assistant to the Co-founders

Groots is a social business with the vision of building a future in which people and communities own their digital identities and participate in the data economy on equal terms. We offer our data collection service to private and public companies, sourcing grass-roots expertise and metrics in emerging markets. Groots provides high quality data instantly, at competitive price and sources all primary data in a reliable and sustainable way. We are rewarding those who have field expertise and first-hand information. The data we collect enables better consumer products, economic and social development, environmental protection and much more.

Groots is a dynamic social start up currently active with offices in four countries in Latin America and Sub-Saharan Africa. The diverse crew behind Groots are global citizens and builders at heart. We are in an advanced start-up situation, constantly iterating and improving our products and approaches. Groots has tested and rolled out its software product to our users in Africa, Latin-America and Asia and is working to deliver data to our clients who are big public and private players in the development sector and beyond. Our data collection activities cover a wide range of sectors currently including energy, water and sanitation, agriculture and financial inclusion.

What we offer

- We are aiming at making data collection in emerging markets fair and the future of data more transparent and participative. We enable organisations and companies to make better decisions in a data driven manner.
- Groots is truly international with colleagues from Asia, Europe, Africa and the Americas working from Berlin and other locations across the globe. We're proud of this diversity.
- Despite the team growing rapidly in the past months, we continue to operate in a flat hierarchy environment. So decisions go quick, responsibility is high and everyone's contributions matter.
- We're growing – and that means we're looking to develop the people we work with. This position offers a great opportunity to develop into more responsibility over time and to eventually take over more responsibility.

We are looking for an Executive Assistant who will be reporting directly to the co-founders. **You will be at the epicentre of the young, dynamic and growing company. You will be sharing the co-founders' tasks and responsibilities.** These include company strategy and management, financing, human resources, office management, contract management, product development process, project management and more. You should be able to work independently with minimum supervision. This position requires a highly resourceful team-player, who is comfortable working in a fast-paced environment, while remaining flexible, proactive, and efficient. You will support and assume own responsibility for all managerial and administrative tasks that the founders are dealing with on a daily basis.

This is a full-time position, based in Berlin, starting as soon as possible.

Responsibilities

- Share and provide support on a broad range of strategic and managerial, administrative, and product and project-related tasks for the CEO and COO to ensure smooth and efficient operation of the company.
- Conduct research and codevelop company strategy, management and organisational governance, processes and practices.



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- Provide human resource-related assistance including recruitment and onboarding of new team members to ensure employee satisfaction and capacity development.
- Ensure smooth operations of the office e.g. procurement of office supplies and necessary software tools .
- Provide support in preparing and managing contracts and bookkeeping tasks.
- Coordinate and organise meetings e.g. scheduling, preparing agenda and materials as well as documentation.
- Arrange logistics e.g. transportation.
- Prepare and maintain company materials including presentations, reports, work tools, file documentation structure, etc.
- Manage and ensure smooth communication within the company and towards external clients
- Provide project management support including monitoring of work plans, timeline and deliverables.
- Provide support in the product development process and tasks.
- Next to the day-to-day job and depending on your interest – there will be room to support the team in their daily work and take over own projects, e.g. in communication, marketing, product development, business development.

Qualifications

- University degree or apprenticeship is a plus.
- 2y+ experience in supporting executives in fast paced, fast-growing and dynamic environment
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to perform tasks independently and flexibly with minimum supervision
- Highly motivated and getting-things-done-mentality
- English skills at minimum C1 level is required. Proficiency in German is a big plus.
- Proficiency with office software
- Flexible, versatile and all-rounded
- Strong sense of teamwork
- Experience with financial administration is a big plus.

We hope to have you join our team very soon. Please send your CV and short motivation letter to jobs@getgroots.com with "Application for Assistant to the Co-founders" in the subject line. The deadline for submitting your application is by the 29th November 2020. We are looking to fill this position as soon as possible therefore we will start the interview process as soon as the applications start to come in. Only shortlisted candidates will be contacted for further interview process.