



## Executive Assistant to CEO & Founder

of a recognized key player of the German AI-scene

### ABOUT US

We are a Berlin-based pioneer and market leader providing data-driven technology and innovation intelligence since 2011. Our algorithms identify key players, driving technologies and trends based on global patent, science, press and web publications. As a team of data scientists and consultants we help companies identify the opportunities and threats of tomorrow's technology innovations.

### THE JOB

The position is considered a **working student** position with **20 hours /week** starting in **July** at latest.

Your chief responsibility will be to support the CEO in administrative elements of the business, especially in **finance, HR, office management** and possibly **special projects** (i.e. business development, fundraising, strategy). This will require strong organization, communication, and execution skills. The tasks are diversified and include wide ranges. This position will give you extraordinary exposure into how to build and run a successful business. You could certainly find yourself growing into a more prominent role at MAPEGY or even start your own company after a year!

### YOUR PROFILE

- You are a bright, energetic and enthusiastic student with great attitude and personality.
- You are fluent in **German** and **English**.
- You are able to manage multiple, competing priorities simultaneously and think proactively.
- You are an **authentic team player** and enjoy a dynamic workplace.
- You are able to grasp complex issues and look beyond the obvious.

### WHAT WE OFFER?

- You're part of a key player innovating the German AI scene with a Fortune 500 customer base and high growth opportunities.
- Your work and ideas are strong drivers of our progress.
- We offer an attractive compensation and participation package based on profile and experience.
- We offer a flexible, fun working atmosphere in the heart of Berlin with flat hierarchies.

**Are you interested?** Send your resumé AND cover letter to Dr. Peter Walde ([start@mapegy.com](mailto:start@mapegy.com)).

**We are happy to meet you!**