

[Founderhood](#) is the first all-in-one online tech startup programs platform.

Location: Tripolis, Arcadia or Chania, Crete, or Remote

Job Type: Full-time job or Internship

Administrative Assistant at the **Founderhood**

As an Administrative Assistant at FH, you are responsible for various administrative duties of our department managers and the executive director. This may include to ensure effective and efficient office operations; to assist with administrative support functions, such as researching, compiling data, handling general projects, generating reports, and performing related work as required.

Our Administrative Assistant plays a key role in the functionality of the FH, while bridging the gap between all our departments.

Responsibilities:

- Provide comprehensive administrative support to the CEO.
- Manage CEO's calendar, including internal and external meetings.
- Maintain confidentiality and discretion.
- Submit all expense reports and receipts on behalf of CEO
- Organize and update CEO's electronic files as needed.
- Edits and completes first drafts for written communications to external stake holders
- Manage CEO's ad-hoc projects.
- Assist with personal scheduling, travel, and home projects

Requirements:

- Excellent verbal and written skills in English.
- Experience and interest in internal and external communications, partnership development, and fundraising
- Analytical and detail oriented with the ability to multitask
- Tech savvy: Apple, Google Drive/Docs/Calendar, knowledge of latest tools and apps to better the productivity of small businesses.
- Able to intuitively shift priorities at any given moment.
- Inherently focused on creative approaches to solving operational problems efficiently.
- Recent Graduate or Graduate

If you are interested in it? Fill the [application form](#) now!