

Pirate Impact is looking for an

## **Executive Assistant / Team Assistant**

### **About us**

Pirate Impact is the family office of Fabian and Ferry Heilemann. We focus on stage-agnostic investing in climate tech & social impact companies in the EU/US and are driven by the ambition to systematically transform our economy towards impact capitalism. We aim to inspire like-minded citizens, entrepreneurs and investors and believe in the power of collaboration. You can find out more about us on <http://www.pirate.io>.

### **Why join?**

We are at a critical time in our history. Climate change has become the biggest threat to our planet and future generations. Social injustice and inequality are increasing. With our family office and its investment activity, we are looking to create an enormous positive impact on the planet and society, turning the challenges we are facing into an opportunity to create a better future.

We are looking for an organizational rockstar who is driven by creating a positive impact, who is seeking for a job with high responsibility in a flexible, international and welcoming work environment, who has some previous experience from the hospitality industry or as an executive/team assistant, and who simply wants to support our mission and make a difference.

### **Your Responsibilities**

- Taking responsibility for the overall direction and coordination of the team's administration
- Supporting our three partners, taking responsibility for the organization and planning of meetings as well as the management of all corresponding processes
- Making travel arrangements proactively, accounting travel expenses, processing all correspondences and many other tasks of our daily business
- Supporting in the preparation of documents, research tasks as well as light translations (German/English)
- Planning internal and external workshops and events, contribute your own ideas and address all projects with the utmost engagement

## Qualifications & profile

- A successfully completed commercial training (e.g. office communication clerk, foreign language correspondent) or a university degree
- Some first (or a few years of) experience as an assistant or in the hospitality industry
- Experienced in using Word, PowerPoint and Excel and accomplished in handling digital tools and state-of-the-art technologies
- Native / fluent German and fluent in business English
- You are used to working in a dynamic and fast-paced environment, handling and prioritizing different tasks at the same time and have a very structured way of working
- Personal initiative and a sense of responsibility, loyalty and reliability as well as a service-oriented way of thinking
- You work proactively and solution-oriented
- Strong interpersonal and communicative abilities, a positive approach and "drive"

## Your package

- Competitive salary plus carried interest participation
- Possibility to work from home or in co-working space in Berlin (and potentially Munich)
- Opportunity to work with an amazing team striving to create an enormous impact for the planet and society as well as in the investment and startup community
- Access to a gigantic network in the startup, venture, and sustainability ecosystem
- The opportunity to embark on a new adventure with myriad possibilities to drive and develop and shape your own tasks, your topics, and the outcome

## Equal opportunity employment

Pirate Impact is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## Further information:

**Location:** remote or Berlin, Germany (valid EU work permit necessary)

**Contact:** [join@pirate.io](mailto:join@pirate.io)

**Job type:** fulltime, starting as soon as possible (as of October 2021)

**Your application:** CV and cover letter (incomplete applications will **not** be considered)