

GreenTec Capital is growing... and hiring!



Job title	<i>Management Assistant (50%-100%)(m/f)</i>
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Job Description

GreenTec Capital GmbH is growing its portfolio of startups operating on the African continent and is looking for an Assistant who will assist Management in their day-to-day activities. The focus of responsibilities will be to support them in the optimization of their tasks and have an active role in assisting the implementation of important work topics.

GreenTec Capital is going through a very high growth curve and we are looking for someone who will be able to hit the ground running and have a very proactive work ethic. You will work directly with senior management enabling you to gain first hand exposure to various techniques and methods used in running a boutique investment firm.

Duties and responsibilities

- Managing diaries and making appointments
- Booking rooms and travel arrangements
- Preparing and distributing papers and documents for meetings
- Taking minutes
- Drafting letters and other documents, such as PowerPoint presentations
- Maintaining filing systems
- Answering queries
- Photocopying and printing
- Ad hoc strategic tasks as requested by Management

Qualifications & Experience

- 2-3 years' experience in general business-related activities.
- Advanced Communication skills. Project Management and being timeline driven is essential
- Fluent Business English (German and mainly French would be advantageous)
- Operation oriented (hands on) personality
- Microsoft Office skills (Excel, PowerPoint and Word) are essential.

Working conditions

The position will be based in Frankfurt, Germany. You will report directly to Erick Yong, CEO of GreenTec Capital as well as Thomas Festerling, CFO. Remuneration to be discussed with CEO/CFO.

How to Apply.

Please submit a cover letter and copy of your CV to jobs@greentec-capital.com

GreenTec Capital GmbH
Carl-von Noorden Platz 5, 3OG
60596 Frankfurt am Main, Hessen
Germany

About GreenTec Capital Partners

GreenTec Capital Partners is a long-term investor that joins forces with start-ups from the proof-of-concept stage onwards. We target start-ups with sustainable business models to create accessible investment opportunities with economic, social, and/or environmental impact in Africa.

Our team of experts joins the operational team of each start-up and focuses on improving the respective operational activities to foster the chance of a sustainable success.

We fund and/or facilitate access to adequate funding opportunities that fit to each start-up's individual stage of evolution (development / expansion / growth). Instead of straining their cash positions, we favor "work for equity" deals to build up a dynamic portfolio and create economic value for our partners.

GREENTEC CAPITAL is committed to employment equality and therefore welcomes applications from men and women regardless race or ethnicity, age, nationality, religion, disability, sexual orientation or philosophy of life.