

# GreenTec Capital is growing... and hiring!



<b>Job title</b>	<b><i>Intern (Academic) in the area of IT Project Coordination (M/F/D)</i></b>
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## **Job Description**

GreenTec Capital GmbH is currently executing a number of transformation projects to ensure better operational excellence and we are looking to recruit an academic intern with a background in IT Project Coordination to support those various strategic initiatives. The focus of responsibilities will be, under the COO's guidance, to plan and coordinate the needed activities for those initiatives and engage with all internal stakeholders to ensure delivery of targets.

GreenTec Capital GmbH is looking for someone who will be able to hit the ground running, has a very proactive work ethic, is organized, not afraid to produce planning and controlling documents for a large number of tasks, and able to establish good working relationships with a large panel of internal stakeholders. An interest in the African start-up market and Impact investment is a strong plus.

## **Duties and responsibilities**

- Coordinate the selection, migration to and maintenance of our core Suite of Office tools (MS Office365 most likely) from Dropbox/G-Suite.
- Coordinate the selection, implementation and maintenance of our new Customer Relationship Management system to fit the necessities of the company
- Manage and support GreenTec's internal IT infrastructure and network.
- You will be working closely with all the different teams to understand their focus
- Understand current and future business goals and ongoing IT issues to ensure business success
- Opportunity to grow in the organization and take on more responsibilities

## **Qualifications & Experience**

- Internship should be mandatory for candidate's field of study.
- Bachelor's Degree in Business, Engineering, IT, or related field
- Work experience in a similar position is a plus
- Familiarity with Ubiquity Networking gear.
- Ability to work with cross-functional, and cross-border teams
- Strong communication skills.
- Fluent Business English, German skills would be a plus
- Good analytical and conceptual capabilities
- Hands-on personality, able to work independently with a proactive intrinsic drive
- Experience to have worked in an IT Project coordination capacity is a plus.
- Strong Microsoft Office skills (Excel, Power Point and Word) are essential.

## **Working conditions**

The position will be based in Frankfurt. You will report directly to Jean-Dominique Rugiero, COO, at GreenTec Capital.

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

### **How to Apply.**

Please submit a cover letter and copy of your CV to [jobs@greentec-capital.com](mailto:jobs@greentec-capital.com)

### **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.**