

Business Operations Intern (m/f/d)

Großjungig AI is a Berlin based social startup that reinvents co-living in big cities by bringing seniors and young people together. We are an all-female-led lean & mean social enterprise whose mission is to solve two social problems: loneliness and lack of affordable housing in big cities.

We are now looking for a highly motivated Business Operations Intern to join the team Großjungig AI in Berlin for 3 months.

Tasks

- Directly support the Großjungig AI team in operational and administrative matters
- Assist the management in sales/marketing and fundraising
- Support in setting up meetings and agreements with our B2B partners
- Challenge, improve and automate processes within the areas of Management, Operations and Customer Service
- Produce ad hoc financial, industry, and competitive analyses

Requirements

- You are a student or a recent graduate of business administration, economics, finance, or a comparable degree program
- Proficiency in German and English; Russian is a plus
- Prior internship experience in business strategy, high-growth startup, consulting and/or venture capital is a big plus
- Excellent MS Office Skills (especially Excel)
- Experience in graphic design is a plus
- Organizational skills with high attention to detail
- You are passionate about technology and social entrepreneurship and our values resonate with you
- Your own computer/laptop

Benefits

- Be a major contributor to the success of an early stage company
- Become part of creating a new and impactful paradigm shift in sharing economy industry
- An open, results-driven and meritocratic start-up culture

Internships at Großjungig AI typically last 3 months and unfortunately at the moment cannot be remunerated.

Are you ambitious and willing to gain practical experience? Apply now! If you lack some experience but believe the role otherwise would be perfect for you, please connect with us @ info@grossjungig.de. We look forward to hearing from you.

Großjungig AI is an equal opportunities employer. We believe that employing a diverse team is central to our success. We welcome applications from all members of society irrespective of age, sex, disability, sexual orientation, race, religion or belief.