

Executive Assistance - Work at Space-Startup

LiveEO in the vibrant Berlin Start-Up ecosystem

At LiveEO you are an essential part of a team of motivated individuals that want to create groundbreaking applications, making our lives safer, easier, more enlightened and ultimately, better through the use of satellite data and space technology.

Our company LiveEO

When you work at LiveEO you work at a space company. There are few things that excite us more than what space technology is enabling us to do, and that is what we are working on when we come to the office every day.

We don't care about borders and value diversity. Spanning 7 nationalities you would join our non-hierarchical team consisting of musicians, sports fanatics, gamers, mate (club- & traditional) lovers and above all New-Space visionaries.



- Great team and a great culture
- Flat hierarchies
- Office in Kreuzberg with the Böklerpark across the street and great food close by
- Remote work is possible on given occasions

Your challenge

- Actively fulfill and work towards streamlining the administrative tasks for the whole team, including accounting and back office and mastering some PR and communication challenges
- Draft and amend documents like presentations, forms, etc
- Operational Lead in the hiring process
- If qualified, process monthly payroll for the German branch team; reviewing and ensuring the accuracy of approved changes, updated and special payroll deductions

Your profile

- Good English (company language) and excellent German communication skills
- Good knowledge in Microsoft Office and GSuite
- Culturally open-minded
- Administrative, personal assistance or back office management experience
- Formal education and experience, or bachelors degree in a relevant field.
- High level of self-dependence and self-organization as well as ability to use own initiative and to prioritize and plan ahead
- Experience in accounting in Germany preferred
- Available for a full or part-time position.

Interested in this position? Send your CV and a short cover letter to jobs@live-eo.com and we will get back to you as soon as possible.