



EDUACTIVE

## EDU ASSISTANT

Being an EDU Assistant goes beyond administrative tasks. We believe the EDU Assistant is the key for a successfully functioning cooperative company. Working side by side with our founders, the EDU Assistant is the central point of our communication (both internal and external).

We are looking for a self-driven, dynamic life enthusiast, person who has an eye for the smallest details.

You will love this job if you are

- communicative - you are a master of spoken and written communication. As you will be interacting with both the team and stakeholders (based in Italy or overseas), you will need to listen carefully and to react appropriately for any audience or situation;
- well-organized - you will have to keep track of various responsibilities in a fast-paced environment. You have a feeling for top priorities, while at the same time you make sure nothing slips through the cracks;
- reliable - Confidentiality is your second name. We (both team and stakeholders) need to trust you unconditionally with all type of data (We love GDPR!);
- fluent English and Italian speaker - it is essential that you feel confident speaking in both languages;
- flexible - you react to urgent situations when they arise. Some tasks require immediate action, so a self-driven working method is going to be a daily life style;
- inquisitive - you can adapt to the changing environment in a growing business and are eager to learn new things. You also think that giving and receiving feedback is what a team needs to grow.

Your challenges would be

- extensive e-mails and phone calls management;
- correspondence to queries on behalf of the founding members (including occasionally their agenda and calendar);
- preparation: filling out forms, writing documents, reports, correspondence and presentations;
- to coordinate meetings;
- to facilitate internal communication;
- to complete ad hoc tasks;
- timely submission of expense reports;
- to plan, coordinate and support logistics at internal and external events;
- to research, prioritize and follow-up on incoming issues and concerns, including tight timelines and sensitive information;
- to prioritize conflicting needs; handle matters expeditiously, proactively and follow through on projects to successful completion.

Our highlights

- awesome team!
- possibility of part-time, home-working and flexible hours, as the rest of the team is located on both sides of the Ocean;
- employee benefits (we want to see you growing with us);
- open culture, where we enjoy listening to your ideas.

Interested? Send your CV to [info@eduactive.eu](mailto:info@eduactive.eu) !

**EDUACTIVE Società Cooperativa**

sede legale via Michelino 67 – 40127 Bologna sede operativa c/o Gibertoni via L. Barzini 5 – 20125 Milano