

**At chess24 we're building the chess platform for chess players and everyone who wants to become one.**

With top German and international chess grandmasters, investors with long-term ambitions and a team of IT professionals we're creating a state-of-the-art interactive experience for both recreational and experienced chess fans. How can you become part of it? As an

## **Executive Assistant/Office Manager (m/w)**

*you'll work in an interdisciplinary agile team and support everything connected to the CTO, executive management and the Hamburg office. You*

- free up the attention of one of the company's top executives
- manage information flow
- take minute meetings and follow up with the stakeholders
- organize and maintain the office supplies and state
- oversee accounting processes
- manage bookings
- have very high organizational and time management skills
- have a good knowledge of English and German (Spanish, French, Norwegian, Portuguese, Russian and other languages are a plus)
- show an independent and communicative approach to work

In return we offer you:

- the chance to take an active part in shaping our product
- the freedom to develop your own ideas
- a flat company hierarchy and short decision-making process
- free meals
- assistance with relocation for those new to Hamburg
- subsidised participation in the HVV ProfiCard program (for using Hamburg's public transport network)

Simply send your completed application documents with your salary expectation and your earliest possible starting date to **[jessica@chess24.com](mailto:jessica@chess24.com)**

If you have any questions please get in touch with our recruiting team.

**Telephone:** +49-1755208638

**Email:** [jessica@chess24.com](mailto:jessica@chess24.com)

We look forward to meeting you!

*chess24, Winterhuder Weg 82, 22085 Hamburg*