



Hi, we're Bike Citizens and we're looking for a full-time

Assistant to the CEO

to join our team in **Graz**.

Sounds like you? You are just one bike ride away:

We're a team of 20+ employees running an award winning project in great and charming offices in [Graz](#) and [Berlin](#). We started out by creating the world's first navigation App that focused on urban cycling and being fully offline capable. The next big thing was the "Finn" smartphone mount. There's much more to come...

If you like the idea of promoting urban cycling, please read on. These are the key aspects of your role:

Job Design

- Assisting and freeing up the CEO to focus on managing the organization.
- Organizing and coordinating daily business of the CEO including appointment scheduling and process supervision
- Coordinating meeting preparations and follow-up
- Project administration and documentation
- You take care of special tasks and run projects in order to conserve the CEO's time

Collaboration

You will work in close cooperation with our Team (CEO, Support,..) to cover all important aspects, thereby you will get to know our enterprise independently.

Bike Citizens is an independent, self-made company (owned and run by the founders) and we make our own rules. For example we have decided to work only [4 days a week](#), that means weekends start on Thursday evening! We keep bureaucracy to a minimum and encourage everybody to get involved, which also means bringing in your own ideas and fight for them to get real. We have a strong focus on learning by trying new things and by connecting with others (conferences, workshops).

You would be an **ideal match** if you:

- Ideally completed a commercial education or a degree in business studies
- Have Experience in above-named fields
- Bring excellent written and verbal communication skills, a talent for organizing and responsibility
- Have organizational skills and the ability to manage deadlines
- Work with attention to detail, confidentially and on your own initiative
- Know general bookkeeping and have good math skill
- Are able to recognize a problem and act in a targeted and solution oriented way
- Bring a methodical approach and problem solving skills
- Are fluent in German and English
- Have good skills in any of: cooking, Wuzzler, chess ;-)

If that sounds like you - we're dead keen to get to know you!

Salary: Due to legal regulations the minimum salary, as required by collective agreement, is 1.700 € gross/month. Your actual salary will depend on your experience, skills, contribution to Bike Citizens and is to be negotiated. Salary is offered for 36h base, no all-in-contracts.

Let's talk: job@bikecitizens.net / bikecitizens.net