

LIVINGPACKETS®

Share our passion and join us on our mission

LivingPackets reinvented packaging with THE BOX - our smart and sustainable intelligent packaging solution. THE BOX enables fantastic new connected services in the areas of e-commerce, deliveries, logistics, packaging and payment. It can be used at least a thousand times before it needs refurbishment. Together, we can save trees, which end up as

cardboard-packaging in the garbage and protect the oceans from one-way plastic used as filling materials. To bring our vision of a fair and sustainable economy and the idea of packaging-as-a-service to life, we search for hands-on doers and bright-minded thinkers to join us in our adventure.



Executive Assistant / Head of Office Operations

Full-Time, Berlin, Onsite

What we offer

- › A highly dynamic and international workplace environment with inspiring designers, engineers, and mentors.
- › Insight into the world of eCommerce and logistics by discovering new tools and technologies that will help you improve your skills daily.
- › Access to the latest and blockchain and sensory technology.
- › An opportunity to grow and create a product that people will love to use.

What you'll do

- › Closely collaborate with C-Level, especially CEO
- › Coordinate communication between LivingPackets locations and with external partners
- › Oversee and allocate day-to-day resources between LivingPackets locations
- › Be responsible for the operations within the Berlin office (eg. focus on marketing and development)
- › Be responsible for managing and enhancing office operations
- › Be responsible for managing and enhancing local staff and partners of LivingPackets Germany
- › Glue C-Level with employees of LivingPackets Germany
- › Coordinate assistance for C-Level (eg. requests, research conception tasks, event coordination)
- › Create and maintain contacts for and of C-Level

Essential Criteria

- › You are able to delegate tasks efficiently
- › You are hands-on
- › You have experience with emerging and agile structures
- › You have proven leadership skills, preferably within a startup environment
- › You have experience in HR management
- › You are supportive, approachable, and trustworthy
- › You have a "can-do" attitude and are able to find efficient solutions to your challenges
- › You are organized
- › You are able to communicate openly and give honest feedback in a respectful manner

Desirable Criteria

- › MBA or similar academic degree
- › You are willing to travel (especially to and from Nantes/Berlin)
- › You are fluent in and/or have skills English, German, and/or French

Sounds good?
Just send your application to
jobs@livingpackets.com

