

# Backoffice Hero (m/w/d; full/part time)

At better ventures, we have the ambition to become Europe's strongest early-stage impact investors. We are convinced that founders can change our world for the better. We are here to support them and are scaling our impact investment approach on the basis of our strong angel community - come scale with us.



*We put founders first*



*We are entrepreneurs*



*We are honest & trustworthy*



*We love what we do*

## WHAT YOU CAN ACHIEVE

- Support the team with orga tasks
- Manage invoices and accountant communication
- Manage customer and partnership contracts
- Process incoming mail
- Coordinate travel and meetings

## HOW YOU ADD TO THE TEAM

- Strong organizational talent and joy in creating structures
- Excellent attention to detail
- Ability to quickly dive into new topics
- Good knowledge of Excel and PP
- Fluent in German and English

## WHAT WE OFFER

- Small team with a dynamic and informal culture, i.e. no hierarchies
- Fully remote work and flexible working hours, part time possible
- First hand insights in early-stage venture funding
- Broad network of like-minded successful entrepreneurs

is sounds like you? Apply now and send us your CV and a letter of motivation to Tina and Nicholas at [jobs@betterventures.io](mailto:jobs@betterventures.io)