

Sensohive is looking for a Operational assistant

Be part of a really interesting international journey in an awesome tech startup company.

Date: 22-12-2020

YOUR MAIN TASKS

You get a busy workday with many tasks and often short deadlines. You will work closely with the sales team and support them in their daily activities. Furthermore you will make sure that everyone has a good experience when visiting Sensohive. You will:

- Help our sales team to follow-up on tasks both internally and with external partners/clients
- Helping with administrative and practical work in the office
- Quality assure our clients' customer-journey - helping them when needed
- Making sure that our ERP system is updated with the right information (e.g. addresses, contact persons, prices, subscriptions cycles etc).
- When required helping out in our warehouse - e.g. shipping of products
- Overall responsibility streamline and execute back-office tasks - eg. taking care of chat support.
- And helping our team to perform providing the extra hands when needed

YOUR QUALIFICATIONS

- Strong communication and writing skills
- Excellent communication skills in English (it is a + if you speak more languages)
- Experience in Google Docs/Sheets/Slides
- Knowledge of E-conomic is a big +
- A Driver's license would be great

YOU AS A PERSON

Your educational background is not essential; your background could be in administration, sales support, customer service or language. We imagine you have 1-5 years of experience (ideal candidate) from a similar function, eg. from a sales or consulting environment, or possibly from a conference environment where you have handled practical, administrative, supportive and quality assurance tasks that make the "engine room" work effectively.

The most important thing is that you are good at getting things done and you are a "self-starter" and have a quality-conscious and punctual approach to your tasks. You are motivated by providing good service and support,

getting tasks executed - and not least making a difference.

You are:

- Self-driven and proactive
- Curious and open-minded
- Entrepreneurial mindset (and not afraid to fail) with a 'can do' attitude
- Willing to learn - and good at learning
- Positive and enthusiastic
- You are able to work both creatively and analytically - independent and in teams

YOUR GAINS

- We move fast - your input and jobs done will often be used immediately
- Influence your own work and tasks
- Flexible work hours
- Open and transparent company culture
- Take part in social activities
- Lunch and (lots of) coffee included
- Good and inspiring work environment in our office close to Odense Train Station

PRACTICALITIES

- Working hours 25 - 37 hours/week
- Market salary and pension

ABOUT US

Sensohive develops and sells wireless sensors and applications with the aim of making it easy to collect, analyze, and understand data.

The company was founded in 2014, started by university students, and we now have 15 full-time employees and several part-time workers.

Read more: www.sensohive.com

Further questions: tj@sensohive.com

DEADLINE:

This is the 15th of January 2021 - with start ASAP afterwards. Please use

<https://thehub.io/jobs/5fe9adf2cc954f77954ea67c>

when you apply - thank you.

How to apply: <https://thehub.io/jobs/5fe9adf2cc954f77954ea67c>

Deadline: ASAP - we will invite applicants to an interview when we find them interesting.