

[PROJECT ASSISTANT – ABC Accelerator]

Location: Ljubljana

Are you interested in working on different projects in the Start-up ecosystem?

Then this is the job for you!

We're looking for a **project assistant** with a love for startups to join our team! 😊

The ideal candidate is 📁 curious and 📁 comfortable working in a fast-moving environment, they also have to be 📁 organized and 📁 reliable.

If you think that you:

- have the right education - you are a university student or graduate in economics/business or related fields
- have strong verbal and written communication skills
- have exceptional organizational and multitasking skills
- can demonstrate dependability, accountability, self-awareness, strong work ethic, and reliability
- have passion and understanding for entrepreneurial communities
- have in-person and virtual event organization and management
- have project management / process improvement experience or entrepreneurship experience - it's a plus!

Then working in ABC Accelerator can give you the opportunity to:

- get to know the whole project work and project management,
- plan events from start to finish and brainstorm content,
- design the structure and agenda of the events,
- research, invite and coordinate speakers (such as startups, keynote speakers, corporate representatives, and investors),
- collaborate with mentors,
- run post-event evaluations and create post-event reports,
- coordinate a monthly newsletter / social media updates and run social media accounts,
- set up sessions for startups to meet with Mentors, VC's and corporate partners for the program.

What can you expect from us:

- ABC Accelerator offers you many benefits: from working in nice offices on the 6th floor of BTC building, having the full support of all team members, being able to work flexible hours and of course competitive payment with the option to get full time employment.
- But most importantly, the thing that cannot be written on paper - you will work with people who love what they do and work as one through teamwork! 🤝

Interested? Apply now and give us the chance to know you better!
Send us your CV to grega@abc-accelerator.com.

Love,

ABC Accelerator team