



Administration Assistant / Office Management - Part time (f/m/d)

About us

The Next Commerce Accelerator (NCA) is a seed investment fund and startup acceleration platform in Hamburg, Germany.

With over 21 well-established corporates from various sectors, we support founders with their scalable business models and entrepreneurial journey as long-term investors.

Our approach as an accelerator and investor is service-oriented, providing full support through a proactive partnership, such as operational help in core business development tasks along with product and tech reviews to make startups successful.

Job-Description

We are looking for part-time (50%) support in administrative and office management tasks in Hamburg, Germany.

We want someone with organizational skills who enjoys taking responsibility for topics in our team. We believe that someone eager to organize things, enthusiastic about self-organized working in a small team, and supporting startup founders is the best fit for this position.

We need someone who has the desire to take on responsibility and grow with their challenges.

Your Job:

- Carry out preparatory accounting measures and receipt tracking for different legal entities, including support in the execution of the annual audit
- Prepare and execute bank transfers (including invoices, salaries, expenses, etc.)
- Support in the planning and implementation of own events
- Communication and general correspondence with startups and investors
- Manage and execute general office management activities independently
- Occasional scheduling and coordination
- Working directly with the two General Partners embedded in a small team

What you'll get:

- Steep learning curve and significant exposure to the startup ecosystem
- Opportunity to organize and shape a growing organization
- Work with amazing founders and our incredible team
- Flexible working hours, including working from home
- Competitive Salary
- Lots of fun, a great workplace in the HafenCity with complimentary coffee and lots of sunshine

What you should bring to the table:

- At least one year of successful track record in project-related assistant positions
- Basic knowledge in preparatory bookkeeping, online banking, accounting, and invoicing
- Quickly familiarize yourself with new topics, work independently on tasks, and take responsibility and ownership
- Comfortable identifying, prioritizing, and running on your projects and organizational tasks without much guidance
- Quick comprehension
- Fluent German and good knowledge of English

How To Apply

Please send the following to join@nca.vc:

- A full CV
- 2-3 business-related references
- Your salary expectations
- Your earliest possible starting date

We'd love to hear from you!