



Financially oriented PA to CEO

Join a fast-growing start-up and make your mark on our progress

We are looking for an ambitious and structured intern / student employee to support our CEO in a long range of various tasks. Your primary responsibility will be to function as a financial/board/investors relationships manager. This means provide reports and updates on a recurring basis, help out customise reporting, analyse data and present it. You enjoy working closely together with your colleagues and you naturally communicate with people across borders. You maintain your overview when we have to run fast.

We are a small team of dedicated colleagues who all focus on developing the AeroGuest platform for the hotel business. The vision behind the platform is to recreate the relationship between hotel and guest and to optimise the way we travel.

Your primary tasks

- Financial PA to the CEO
- Financial reporting
- Communication with bookkeeping
 - Handling expense claims and invoices
- Develop CEO/Board/Investor presentations
- Monthly and biweekly reporting

Your qualifications

- You are a recent graduate or almost finished with your M.sc. cand. Merc IB. /Fir./Jur. HD studies or similar background
- You have a solid financial understanding
- You have project management skills
- You have an analytic mind-set
- You are structured
- You are fluent in English and Danish with excellent writing and verbal skills

Are you our new colleague?



Please send your application, CV and references to: info@aeroguest.com
If you have any inquiries, please contact Martin Sponholtz: martin@aeroguest.com or
+45 6060 6670

We would like the right candidate to start January 2, 2018. Send your application today – we conduct job interviews continually and hire when we find the right candidate.