

Team Assistant (m/f/d) - Germany

Eavor Technologies Inc. is seeking a high performing Team Assistant. Employed by Eavor GmbH in Germany and working within a multidisciplinary international team you will use your organizational and administrative expertise, initiative, business acumen, and problem-solving skills to support the construction of the world's first closed-loop geothermal systems. The successful candidate's primary focus will be on our project developments in Germany. There is ample potential for career growth in our rapidly expanding technology start-up.

Eavor is seeking a candidate with a technical background and experience developing energy projects.

Eavor provides a competitive compensation package with upside opportunity.

Please send resume and cover letter in a single PDF to careers-germany@eavor.com

with the subject line Team Assistant.

Roles and Responsibilities

- Management support in administrative company management
- Document management of electronic and paper documents
- Responsible for office front desk and mailing deliveries
- Translation of documents and mail from German in English language and vice versa
- Facilities management of company head office
- Support travelling and administrative arrangements for company team members. Inquire for and procure corporate rates for travelling and accommodation and evaluate most cost efficient solutions
- Support invoicing and approval procedures
- Administrative support for corporate reporting and management meetings
- Participate in corporate knowledge management systems and logistics optimization to support long term efficiency improvements
- Participate in preparation of stakeholder engagement plans
- Interact with joint venture and project partners

Qualifications

- Professional fluency in both German and English
- Minimum 4 years professional experience
- Minimum 2 years in a team assistant or secretary capacity
- Experience in document management
- Experience with translations in English language
- Experience in with MS Office applications
- Highly motivated to support company's start up
- Experience with accounting procedures is considered as an asset
- Vocational business school education or similar
- Proven Analytical and problem-solving capabilities

- Excellent organizational abilities
- Excellent communication abilities

About Eavor Technologies Inc.

Eavor (pronounced “Ever”) is a private company founded in 2017 to develop and commercialize disruptive geothermal technology. We mobilize cutting edge oil and gas technology, along with some proprietary solutions, to create the world’s first closed-loop geothermal system. Eavor has successfully built a prototype demonstration facility (“Eavor-Lite”) in Alberta along with our partners. Working with clients and partners, we are progressing a pipeline of commercial projects in Germany, other parts of Europe, the Middle East, Africa, Asia, Australasia and North America.