



Team assistant, based in Munich, Germany (m/f/d)

Alpine Space Ventures is looking for a full-time team assistant with experience in working in fast-paced environments who will help Alpine Space Ventures to achieve its goals. The team assistant will join our headquarters in Munich.

About us

[Alpine Space Ventures](#) is the leading European investment fund manager in the NewSpace sector. We invest at an early-stage in the most promising technologies around space-borne connectivity and data and aim to play a key role in shaping the European NewSpace industry. Our key differentiator which allows us to identify the most interesting opportunities in the NewSpace industry and help our founders turn their companies into successful businesses is our in-house technical expertise.

Responsibilities

- Responsible for managing and operating daily administration including mailing, appointments, invoices, travel planning, tracking of business expenses, marketing material, swag etc.
- Supports ASV's communication and marketing efforts
- Maintains the common shared calendar for all team members
- Proactively plans the team's appointments both short and long term, aligned with the fund's strategic goals
- Ensures that follow ups and deadlines are executed in a smooth manner
- Supports ASV's CFO in the preparatory work of the annual financial statement
- Actively supports team on administrative tasks around accounting and fundraising including documentation, accuracy checks, support with translations and exchange with the notary
- Supports compliance checks for capital calls / distributions
- Manages contact lists in Outlook, Pipedrive etc.
- Organizes quarterly team events and other larger events with ASV's portfolio companies and investors (venue sourcing, tracking invitations, logistics support etc.)
- Coordinates ASV's Christmas gifts for investors

The right candidate

- Has worked a minimum of 5 years supporting C-Suite executives or small management teams
- Preferably holds a bachelor's degree in Business Administration, Marketing, Communications, or Project Management or related field
- Demonstrates exceptional attention to detail and takes pride in high standard execution of tasks.
- Thinks three steps ahead, connects the dots, synthesizes information well and has a bias towards action while being able to multi-task and prioritize to meet deadlines.
- Develops and implements best-in-class administrative and operational processes in a proactive way
- Is familiar with DocuSign, Pipedrive and other necessary tools or is able to get acquainted in a fast manner
- Is an outstanding verbal and written communicator in both English and German, with great interpersonal skills
- Is a reliable and fun colleague to work with

What we offer

- A unique opportunity to join a team that has built the world's most successful NewSpace company, SpaceX, and that has developed an outstanding track record in backing and successfully growing NewSpace startups
- A small but diverse team united by a common vision, shared values, and the drive to mutually support each other
- An independent and autonomous work environment with flat hierarchies
- Competitive compensation

If you believe you're the right fit, please send your resume to takeoff@alpinespace.vc