

## Open Position: Deputy to the CEO

AWAAIT is an Artificial Intelligence startup with an expanding portfolio of international projects and clients. We value diversity, contrasting personalities, work-life balance, meritocracy, and fulfilling jobs. We respect and recognize the contributions of each member.

Our growing inflow of challenges requires creative problem-solving skills. We are now looking for new talent to work full-time and on a permanent basis in our Barcelona headquarters.

The role of Deputy to the CEO is a newly created position. It is an excellent opportunity for professionals with experience in enterprise management functions or people with a consulting background who want to get into the business management side of a start-up that is now scaling up after years of research and development.

As the company grows, the successful candidate will be able to focus and advance in the functional area that best matches their skills and ambitions, while delegating the remaining functions to new hires.

### Basic Tasks and Responsibilities:

- Analyze and implement methodologies and operational procedures to position the organization for long-term, orderly growth
- Prepare documentation, primarily in English, such as project reports, internal or external presentations, and commercial proposals
- Forecast cash flow and keep track of the company's business plan (it requires basic knowledge of accounting and excel)

### Extended Tasks and Responsibilities (depending on the profile and availability of the candidate):

- Assist with the search, selection, and incorporation of new hires
- Assume the role of point of contact with our service suppliers (e.g. labor, tax, and legal management office, occupational risk prevention management office)
- Administrative documentation follow-up, processing, and classification
- Coordinate events such as exhibitions, congresses, and meetings with clients

### Must-have Skills and Experience:

- Ability to communicate in a clear and structured manner
- Assertiveness and the ability to work effectively with little supervision
- Excellent organizational skills to complete tasks with quality and on time
- A high level of English (C1, C2, or equivalent) is required, particularly the ability to write high-quality texts. Knowledge of Catalan, Spanish or other languages strengthens the application's value
- Diplomacy and courtesy in interactions with clients and other team members

**Nice to have Skills and Experience:**

- Basic accounting knowledge, Excel skills, or the ability to learn rapidly

Candidates who demonstrate the necessary skills, experience, motivation, and commitment to carry out the responsibilities described above will be retained, regardless of formal education level, ethnicity, national origin, gender, physical or mental disability or age.

**What we offer**

- Incorporation in the first semester of 2022 as a member of a vibrant, innovative, and close-knit team.
- Offices with natural light and good city views on Diagonal, near Francesc Macià Square (Barcelona).
- A flexible schedule and the ability to combine office and remote work.
- Competitive salary, according to skills and experience.
- Participate in the scale-up phase of a leading artificial intelligence startup.

**Would you like to apply?**

If you are interested, please send an e-mail to [jobs@awaait.com](mailto:jobs@awaait.com) with the subject "Deputy to the CEO", attaching your CV and a short text explaining why you want to join us: knowing your motivation and professional value ahead of time will make the selection process go more smoothly.