

# Internship Operations (m/f/d)

independesk is a young Berlin-based start-up that was featured in the start-up show „Die Höhle der Löwen“ (“Dragon’s Den”) a few weeks ago. Our app offers flexibly bookable desks as an alternative to the home office and helps companies utilize their unused office workstations. In addition, our management platform aims to simplify hybrid working in companies. Our vision: Work from everywhere! In this way, we want to avoid commuting and create a more sustainable and flexible working world.

## YOUR TASKS

Maintaining and continually improving processes, driving centralization, standardization and automation:

- Maintaining and creating workflows in HubSpot, based on internal feedback and needs
- Keeping our internal and public knowledge bases updated, following the development of the app and internal processes

Developing strategies for prioritized initiatives and support implementation:

- Implementation of new tools and processes to reactivate users in synergy with our marketing department
- Analyzing data sets and ensuring a data driven approach to all outputs:
- Ongoing monthly and weekly analysis of booking patterns, offers and requests
- Creation of easily readable and reliable KPI dashboards

## YOUR PROFILE

### Must:

- student in one of the relevant fields: economics/science/data science or equivalent
- structured but creative mindset
- oral and written proficiency in English and German
- good skills in Excel/Google Sheets
- basic understanding of project management

### Plus:

- basic knowledge of coding and web development (Python, HTML, CSS)
- experience with HubSpot or other CRM systems
- experience with automation tools (Zapier, Integromat etc.)
- use of the Adobe package and/or Figma (or similar)

## WE OFFER

- committed & open-minded team
- flat hierarchies and short decision-making processes
- startup vibes and flexible working
- coaching and support from experts in operations
- a qualified certificate on newly acquired skills

**Are you ready to change the world of work with us? Just send in your application!**