

Job Title: Project Management and Executive Assistant (Fluent in Czech & English)

Location: Prague, Czech Republic

Position Type: Full-Time

Summary: We are looking for a dedicated and versatile professional who excels in project management and executive support. The ideal candidate will be fluent in both Czech and English, comfortable working with high-level executives, and adept at managing multiple responsibilities in a dynamic environment. Individuals with backgrounds in project coordination, executive support, and knowledge of the energy sector (particularly sustainable or renewable energy) are highly encouraged to apply. Prior experience in biogas, engineering, or renewable energy sectors will be a significant advantage, though not mandatory.

About Us: Vema Carbon is a company specializing in sustainable energy projects, with a particular focus on converting biomethane productions into BioLNG and BioCO₂. As we continue to expand our operations and establish our Czech division, we seek a motivated and detail-oriented Project Management and Executive Assistant to support our leadership team in various tasks essential to the company's growth and success. This role offers an opportunity to grow with the company, developing a long-term career as we expand.

Key Responsibilities:

- Serve as a representative of the company in meetings and events, building and nurturing relationships with clients, partners, and stakeholders.
- Provide translation support during meetings to ensure seamless communication between Czech and English-speaking parties.
- Maintain a professional image and help build rapport in various business settings.
- Assist in managing and coordinating internal projects, ensuring they align with company objectives.
- Travel locally and internationally for business purposes, serving as a liaison between executives and external parties.
- Support internal operations by handling financial accounting tasks, including budgeting, transactions, and reporting, with adherence to Czech business regulations.
- Prepare clear and professional reports, documents, and presentations.
- Leverage any existing energy sector knowledge to contribute to company assessments and project development.
- Take on various responsibilities as needed, supporting the company's ongoing growth.

Mandatory Qualifications and Skills:

- Fluent in Czech, with excellent verbal and written skills in both Czech and English.
- Strong interpersonal skills to build relationships both internally and externally.
- Presentable and confident in business settings, representing the company professionally.
- Exceptional organizational skills, with the ability to manage multiple projects at once.
- Ability to engage confidently with diverse individuals, from clients to senior executives.
- Proactive and willing to take on new challenges.
- Flexibility and willingness to travel locally and internationally for business needs.
- Proficiency in MS Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, etc.).

Preferred Skills and Qualifications:

- Experience or education in energy, biogas, or engineering sectors, especially renewable energy or oil and gas.
- Proficiency in German (highly desirable) or a working knowledge of Russian or Ukrainian.
- Familiarity with Czech business regulations, finance, and accounting practices; prior accounting or finance experience is advantageous.
- Experience with AI tools (e.g., ChatGPT, DeepL) and project management tools (e.g., ClickUp, Todoist, Asana).
- Preference for candidates based in or near Prague, Czech Republic, to avoid relocation.

Growth Opportunities:

This role offers significant potential for growth within our company. You will work closely with the leadership team and contribute directly to company expansion, with opportunities for increased responsibility and professional development as the company grows.

Working Conditions:

- Position Type: Full-time. Competitive salary offered.
- Location: Primarily office-based with occasional remote work flexibility.
- Travel: Occasional travel for meetings, site visits, and international business trips.

Additional Benefits:

- Performance Bonuses: We offer bonuses based on KPI achievements to reward exceptional performance.
- Overtime Compensation: We recognize and compensate for additional hours worked.
- Professional Growth: This role allows for extensive personal and professional growth within an innovative company.
- Career Development Support: Opportunities for training, mentorship, and taking on new responsibilities as the company expands.
- Work-Life Balance: While we are a growing company, we value a balanced work environment and aim to offer flexibility where possible.

If you're seeking a role where you can grow alongside an innovative company while developing your professional skills, we encourage you to apply!