**Job Type**

Internship (paid)

**Job Title**

Business Operation support

Pelagoo, based in the Science Park of Patras, is looking for a person to staff its team.

**About us :**

Pelagoo is aiming to build sustainable and resilient remote island communities through environmental, educational, technological and hospitality innovations.

We are always on the lookout for ways and opportunities to make a lasting, positive change on peoples’ lives. Our vision is an ode to sustainability and mother earth. We believe that every project and initiative has to be done in a way that no one gets left behind, whether that is communities, the natural environment or culture.

**Job Position Description**

* Act as a “producer” for the overall business development process (i.e. take ownership to get work done, set timelines, coordinate efforts and the contribution of others, track progress against target).
* Regulate all business travel procedures
* Maintain electronic and paper records ensuring information is organised and easily accessible
* Coordinate proposal writing and supporting assets to relay our project approach to clients in a meaningful and clear way
* Age under 30

**Necessary qualifications:**

* Bachelor Degree in Business Administration or relevant field
* Strong time management and organisational skills. Great at multitasking.
* Excellent knowledge and use of the English language
* Excellent knowledge of the MS Office
* Self-directed and able to anticipate needs, prioritise and plan ahead
* Get motivated by a good challenge, no matter how ambiguous or complex is
* Deadline oriented

**Benefits**

* Fixed monthly compensation
* Bonus opportunities
* Startup environment
* Growth opportunities
* Culture committed to work-life balance and flexible hours for each and every employee.

If you share this mentality, please send your resume at hello@pelagoo.org with the corresponding code : BO\_200123

Pelagoo is an an organisation committed to equity, inclusion and diversity

**Place of Employment**

Patras Science Park & ​​Remote (Hybrid)