

# CEO Assistant (m/w/d)

Location: Berlin, Germany

Full-Time or Part-Time, 2-6 months, potential to join the team after the internship

## About us:

We're a young, fast-growing company based in Berlin, led by experienced entrepreneurs. Our mission is to transform and empower people and organizations. We do this using Virtual Reality experiences and ethical Artificial Intelligence. You can learn more about us at <https://wondder.io/>

We are looking for a smart, fun and open intern (m/w/d) to work directly with our CEO (ex Roland Berger, ex Accenture Strategy, serial founder). You will have insight into all the core projects of the company and the flexibility to choose your involvement degree as per your strengths and interests.

## How we see you:

- Right-hand to the CEO: quickly learn everything about wondder and become a valuable colleague, both in terms of delivery and of strategic thinking
- You show yourself as a whole personality, bring your talents to light and choose your involvement in respective projects

## Needed basics:

- Presentation and spreadsheet software skills
- Ability to conduct research and present data in a succinct and well-written manner
- Ability to work independently
- Fluent in English (German is a plus)

## What will give you the edge in the application process:

- Being awake and a human being. We deploy VR avatars in our software, we don't hire drones
- A certain maturity in thinking
- Having your own thoughts and points of view, filtered through humbleness - clearly understanding that you do not know everything (nobody does)

## What we offer:

- Working directly with the CEO and closely with the rest of the management team
- A diverse, international team that shares the drive to change the world for the better
- Varied and challenging projects with plenty of room for initiative, independence, and responsibility

*We particularly encourage applications from women, disabled and Black, Asian, and Minority Ethnic (BAME) candidates, as these groups are underrepresented throughout the technology industry.*

Send your application to:

[daniel@wondder.io](mailto:daniel@wondder.io)