

Plytix is hiring

Personal assistant to CEO

Part-time student employee

Who is Plytix?

Plytix is a real tech startup just like you see in the movies. Our office in Malaga is a big residential house with bean bags, hammocks and computer screens everywhere. It's fair to say, the atmosphere is pretty sick!

At Plytix we're passionate enough to believe that our little team of nerds can transform the entire ecommerce industry as we know it, and even challenge some of the largest players in tech. And of course, when we succeed, we'll all be swimming in dollar bills like Scrooge McDuck.

For this role you would be:

- So much more than just a PA. Think PA as a superhero - someone with great organizational, and administrative skills, that doesn't mind working alongside our Danish CEO and Co-founder
- An independent soul - someone who can, and is motivated to work remotely (that's right, you can work from home)
- We're looking for someone with keen eyes, i.e someone super detail oriented
- Someone with experience and an aptitude for accounting, and who could dabble with a bit of financial reporting too
- Some business intelligence is key - knowing the basics as to what is required when running a business, as well as being the usual; a critical thinker etc etc
- Interest in legal would be cool to have, but is not essential

It is important that the person will fit into our culture, so here are some of the things that are important to us:

- We believe in attitude over experience. So don't worry if you don't know it all from day one - we don't either, but we expect that you'll have the willingness to learn and find answers on your own.
- We want happy people who can handle a high paced, dynamic environment without freaking out.
- Danish and English speaking

What's in it for you?

- The chance to be apart of an exciting start-up business; ambitious to be the next billion dollar company.
- Flexible working hours
- 10-20 hours per week
- Opportunity to work remotely
- To be a part of a employee-first culture, and work with a multicultural team of awesome individuals
- Holiday opportunities in sunny Malaga (if you come and visit head office of course)

Now go on and send an email to heather@plytix.com that includes:

- Your LinkedIn Profile
- An exciting motivation Letter
- Your availability to start