**Team Assistant**

The Skolkovo Institute of Science and Technology (Skoltech)

Moscow, Russia

The Skolkovo Institute of Science and Technology is proud to announce the creation of a **Team Assistant** position.

The Skoltech is a startup university, to be located in the innovation zone called Skolkovo, outside of Moscow - sometimes called the “Russian Silicon Valley.” Skoltech has recently partnered with the Massachusetts Institute of Technology (MIT) in a joint effort to develop a new graduate research university of science and technology in Russia.

**Primary Responsibilities:**

* Provide efficient and timely administrative support to team members;
* Keep time sheet for the assigned team to reflect business travel, sick leaves, vacation, etc. and interact closely with HR Administration Specialist on related issues;
* Assist in preparing, processing and following up on consultancy agreements for the consultants of the assigned team, and interact closely with HR Administration Specialist on related issues;
* Assist other team members in administrative matters and other related issues;
* Handle team correspondence (engage in correspondence as well as ensure that it is registered, filed and forwarded accordingly);
* Book domestic and international travel for the authorized trips using Company travel agents and/ or contractors;
* Book transfers for the authorized trips using Company travel agents and/ or contractors;
* Maintain calendars for respective team leaders;
* Process travel reporting of assigned team leaders and members if required;
* Arrange meetings including facilities and catering when required;
* Assist in producing reports, presentations and other documents as required by team leaders;
* Handle phone calls.

**Key Relations:**

* CREI (Center for Research, Education and Innovation) Director

**Other Key Relations:**

* Assigned faculty members;
* Assistant Dean;
* HR Administration Specialist.

**Ideal Experience and Qualities:**

* Higher education or undergraduate;
* 2+ years experience in a similar position preferably with a Western company is a must;
* Previous experience with a non-profit company, foundation, government agency is highly appreciated;
* Fluent oral and written English. English is a working language of Skoltech;
* Excellent computer skills (MS Outlook, Word, Excel);
* Accuracy, speed and thoroughness of work, attention to details;
* Strong organizational skills; good communication and social skills;
* Responsible, service-minded, positive and team-oriented attitude;
* A “must” - Ability to work in a start-up environment, under tremendous amount of uncertainly and stress, being able to feel, appreciate and use the drive of the team;
* A “must” - Extraordinary problem solving abilities;
* References from previous employers are a plus.

**Remuneration:**

The successful candidate will be paid a competitive compensation package commensurate with the important responsibilities of this role in delivering Skoltech project plan.

**How to apply:**

To apply for this position, please send your application and CV in English to **jobs@skoltech.ru**