

**Job: Operations Student Assistant**

Are you an organized and motivated student, looking to gain professional experience in a fast paced start-up? Are you a quick learner and energized to make a significant contribution to operational tasks for a company working to improve air quality in the world's cities? If yes, you might be our new Operations Student Assistant.

Airlabs  
Ole Maaløes Vej 3  
2200 Copenhagen N  
Denmark

**Key Responsibilities:**

[www.airlabs.com](http://www.airlabs.com)

- Support in day to day administrative tasks including placing orders, maintaining financial documentation.
- Contribute to creating posts for social media, content for our website's blog, and research and fact finding for presentations.
- Work closely with the Operations and Communications Manager to support in ad hoc tasks as needed.

**Experience + Skills:**

- Organized – you can work within systems keeping files organized and offer constructive suggestions for improvement.
- Independent worker – you can receive a task and work independently to complete it, with minimal support
- Proactive problem solver– you are to see where help is needed and take on a task without asking
- A team player – you are outgoing, positive, and flexible

**Qualifications/Requirements:**

- Currently enrolled in a bachelor or master's program in Denmark
- Fluent in written and oral English. Knowledge of other languages, particularly German or French is a plus!

**Airlabs Offers:**

- The opportunity to gain experience in a fast-paced start-up that is making a positive impact in the world
- An office located in Nørrebro in Copenhagen, situated in Copenhagen Science City, an innovation and knowledge hub for startups and academia



**Application Procedure:**

Applicants should send a cover letter and CV including references to [joinus@airlabs.com](mailto:joinus@airlabs.com) by 16. September 2017. We will process applications as received; early applications are encouraged.

**About Airlabs:**

Airlabs is an award-winning start-up that creates clean air zones in cities and reduces human exposure to air pollution. In the past year the company has grown significantly and we now have a portfolio of partners who are global leaders in their fields including JCDecaux, The Body Shop, and Transport for London (TfL).