

# **ADMINISTRATION MONSTER**

# Company Description

Coben Group is a company focused on the one hand in providing consulting services (financial, business development, etc.) to both startups and ecosystem agents (Diputations, startup accelerators, etc.); and on the other hand, we invest directly in startups in early stages both with its own capital and through Coben Ventures. We are three partners who come from the world of entrepreneurship and our passion is to be at the side of entrepreneurs helping them develop their projects. We do this both by providing financial services, business development, etc. and by investing in startups through Coben Ventures (collective investment vehicle). We define ourselves as restless people, with a proactive spirit who move away from conformity by seeking to launch new initiatives with which to improve our work and innovate.

### Information

Deadline: 2024-02-29
Category: Business
Province: Bizkaia

S Country: Basque Country ▲ City: Bilbao Company

Coben Group

**COBEN.**GROUP

## Main functions, requisites & benefits

#### Main functions

We are looking for a profile that will becomes our new team member. Therefore, you have to possess qualities such as proactivity, initiative, leadership, teamwork, attention to details, communication skills and resilience. This hiring is a very important step for us, and we are looking for a warrior to join the team. Our motto is Work Hard, Play Hard. Do you think you are that person? Fun, resilient, who rows as a team, proactive with initiative and ideas, and very little fear of change and new challenges? We really want to meet you! Your main tasks: To apply for public grants for startups. To prepare reports to partners and investors. Investor relations. To manage the group's social networks. Others/Various: This is a young project that is growing, hence the need for versatility in the profile being sought. Therefore, and "whatever comes" or "whatever they throw at us".

#### Requisites

Bachelor in Business Administration, Finance or similar with mastery of Digital Tools. That you like the world of technology. Languages: Basque, Spanish and English-C1.

#### Renefits

Salary: 20k/year. Although the office (co-working space) is located at Bilbao, we offer flexible hours, and the option of remote work some days of the week.