



www.commercializationreactor.com

Commercialization Reactor is a Latvia-based international technology commercialization platform that includes deep-tech start-up creation, acceleration and investment. The platform successfully solves the contradiction between entrepreneurship and science, by effectively combining scientific excellence with entrepreneurial spirit. Currently Commercialization Reactor is managing around 5 mil. EUR worth acceleration fund, which invests in pre-seed and seed stage start-ups, for total funding up to 300 thousand EUR each.

As the platform is expanding, we are looking for new member to join our team as associate intern. During this paid 3-month internship you will have a chance to work in dynamic start-up ecosystem and participate in development process of new technology start-ups. After successfully completing your internship period, you will be offered a full-time associate position in Commercialization Reactor.

Associate Intern

Full-time

The main tasks

- 1) Technical team support
- 2) Office management
- 3) Administration of CRF

1) Technical team support:

- Take minutes at management meetings;
- Arrange travel and accommodation of external experts or guest visits;
- Collect and input data for reporting forms;
- Coordinate an internal meeting calendar for acceleration program, arrange premises, distribute agenda, collect, file and distribute the reports;
- Review the submitted application documents for the compliance with regulations and fill in the check list.

2) Office management:

- Ensure the rotation, distribution and filing of the company information and documentation internally;
- Secure the availability of the necessary office supplies and resources;
- Coordinate the cooperation with vendors;

3) Administration of CRF:

- Execute and implement the decisions of the Company Board;
- Coordinate the business processes and the delivery;
- Implement and maintain the policies and procedures;
- Distribute information among team members. Follow up the necessary inputs;
- Draft documents and review the drafts received before processing further;
- Track the issues and provide the necessary input in completing the business process tasks;

Requirements:

- Good command of English, Latvian and Russian is essential;
- Excellent PC literacy;
- Experience working with documents;
- Excellent communication skills;
- Self-organized, able to work on its own pace.

Apply by sending your resume and short description of why you are interested in this position, to jekabs.dambergs@commercializationreactor.com, and include “Associate Intern” in the subject field.