

Office Support - Student Worker

Location: Copenhagen, Denmark



Summer is getting closer and boaters are getting in the water!

At Harba we are a team of 11 making boating more accessible and running marinas easier! We are operating and developing Saas + IoT solutions for marinas and boating enthusiasts. **Our mission is to make marinas and boating easy and accessible to everybody.**

We run business and product from our Copenhagen office and tech development from our Vilnius office.

We are looking for a **student** to join us part-time as our Office Support and take ownership of various operational and administrative tasks across operations, marketing and customer service. **This is a great opportunity for a business or entrepreneurship & innovation student to experience working in an early-stage start-up by taking responsibility and delivering impact.**

Who you are:

- You are comfortable in fast-paced, hands-on environments and enjoy taking initiatives.
- You are comfortable talking to customers
- You are fluent in English and Danish (both written and verbal skills)
- You might not be into boating/sailing but you're looking to work alongside a collaborative team and have an impact on an industry that is ready for a change.

What you will be doing:

- Support the onboarding process: sending out printed materials, talking with customers and helping with the implementation.
- Solving issues and educating our customers and boaters using our platform.
- Ideate, co-create and support the team with process and operations.
- Collaborate with our Product Managers & Developers to create the best customer experience.
- Work alongside our Sales team to help customers use Harba to its fullest potential

What to expect from us:

- Competitive Salary
- 12-15 hours per week
- Flexible working locations and space in our Copenhagen HQ office
- Open startup environment to test and learn. There are no bad ideas, only poor execution.
- Possibility to join full time, references for future jobs and help within our network
- Mentorship and regular feedback

This is an exciting opportunity for someone to get into the startup and boating world!

Let's make boating a breeze!

Contact us:

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