

# Executive Assistant & Office Manager — Full-Time

Do you thrive on keeping things organized, running smoothly, and supporting fast-moving leaders? Are you energized by innovation and want to work at the intersection of AI robotics, luxury hospitality, and futuristic tech?

## About Us

FLAE Robotics is a pioneer in humanoid technologies. We are creating the first AI robotic receptionist for hotels and changing the future of the hospitality industry.

## Summary

We're looking for a highly organized Executive Assistant & Office Manager to be the right hand of our leadership team. You will be a trusted partner in daily operations, an administrative ninja, and a key player in our dynamic office environment.

This is a full-time position open to both employees (HPP) and freelancers (OSVČ). Ideal for recent graduates or professionals eager to grow with a forward-thinking startup.

## Responsibilities

- Personal assistance to directors — errands, scheduling, follow-ups
- Full office management and smooth daily operations
- Administrative support — documents, records, contracts
- Preparation and analysis of regular reports
- Maintaining internal documentation and company contract lists
- Travel arrangements and logistics for management and guests
- Communication with suppliers and business partners
- Participation in cross-functional company projects

## Qualifications:

- Fluent Czech (C2) and Advanced English (B2)
- High school diploma (with graduation exam) or vocational training with maturity exam
- Driver's license (Group B)
- Strong MS Office skills
- Analytical mindset, detail orientation and the ability to work with numbers and data
- Independence and initiative
- Proactive, organized, and flexible personality
- Excellent communication and interpersonal skills
- Ability to handle stress and multitask effectively

## What We Offer

- Career growth in a rapidly expanding startup

- Flexible working hours and a supportive environment
- Work in a beautifully designed and energetic office
- Collaborate with professionals across tech, hospitality, and robotics
- Be part of a startup revolutionizing the hotel industry with cutting-edge AI
- Competitive salary based on experience
- Company equipment (laptop, phone, etc.)
- Meal contribution and other perks

Be a part of shaping the lifestyle of tomorrow. Join FLAE Robotics and help us build the perfect humanoid staff for the hospitality industry!

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