

## Job Description

**Project No.** 082018  
**Project Name:** Business Intern / Operations Intern

### A GUESTIT INFO

<b>Address:</b>	<b>Industry :</b>	Concierge service for AirBNB and other platforms
<b>GuestIt AB</b> Östermalmsgatan 26A 114 26 Stockholm	<b>Number of Employees:</b>	12
	<b>Total Turnover in SEK:</b>	N/A

### B GENERAL INFO ABOUT GUESTIT

Founded in September 2017, GuestIt is a tech enabled full-service home rentals management startup in the proptech category, offering dynamic pricing expertise, thoughtful interior design and hotel-style operations for homes.

Culture is important to us. We love what we do, and make sure everyone in the team feels valued, respected and important. This makes people take pride in their work, and that's when the best work is produced. We focus on results, not face-time and thus, no major corporate demands.

We are a team of 3 Executives, 1 Operational Manager and a team of 7 on-field profiles. We are a fast-growing company going into fundraising full of bright, engaged folks who'll keep you on your toes every day and need support in the daily processes.

### C POSITION INFO

<b>Position Name:</b>	<b>Legal title:</b>
Business/Operations Intern	Business Intern
<b>Reports to:</b>	<b>Reporting departments/employees:</b>
CEO/COO, Elias Högmark Co-Founder, Olof Kernell Operation Associate, Julie Despraz	The Intern works closely with: <ul style="list-style-type: none"><li>• CEO/COO</li><li>• Operations</li><li>• Maintenance Teams</li></ul>

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### D WHAT YOU WILL GET

We are a Swedish startup located in Stockholm where interns will interact with executive level to better understand the goals and objectives behind our approach:

You will develop skills vitally important in today's business environment including team-based interaction, the ability to manage outcome without having direct authority over others, and the capability to aid in the definition and the direction of the local firm's initiatives.

You will gain a full understanding of the day-to-day operations of a proptech organization.

### E ORGANIZATION CHART

Although initially reporting to the COO, the Business/Operation or Communication Intern will report to active co-founder also, COO and secondly, to the Operations Associate.

### F PROFILE

#### F1 LANGUAGES

Language	basis/advanced	good business conversation	fluent business conversation	native language
English		X		
Swedish				N/A
Other languages	Definitely a plus!			

### G WHAT YOU ARE

- Experience in Hospitality is a plus!
- Experience in team work is great!
- Knowledge of AirBNB and used the system before
- Knowledge in tech is also a plus!
  
- Travel enthusiast
- Logistics lover and creative problem solver
- Organization lover - Google calendar scheduling is your thing and your email inbox is flagged, starred and filed to perfection
- You aren't scared by the admin side of the work
- You love streamlining and optimizing situations, imaginative solution-er could be your nickname!

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### H WHAT WE OFFER & IMPORTANCE LEVELS OF ACQUIRED SKILLS

No.	Skills / Competency	Level		
		Critical	Important	Nice to have
1	Develop an entrepreneurial business mentality	X		
2	Witness ethics, compliance and business conduct issues pertaining to our industry	X		
3	Learn time management requirements when working with maintenance teams, guests and external partners	X		
4	Learn the needs of the small business	X		
5	Learn how to apply marketing skills and tactics		X	
6	Experience the necessity of detailed market research for customer care purpose		X	
7	Become familiar with our software programs and materials		X	
8	Learn the importance of solidifying the foundation of an organization to grow organically but quickly	X		
9	Learn how to implement systems across all teams / departments	X		

### I Personal Skills / Competency

o.	Skills / Competency	Level		
		Critical	Important	Nice to have
1	Develop planning, organizational and time management skills.	X		
2	Develop team-based work competencies	X		
3	Develop interpersonal skills in order to communicate with employees.		X	
4	Develop interpersonal skills in order to communicate with day-to-day business contacts		X	

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5	Develop skills in customer care and resolving care issues	X		
6	Increase levels of independent working within a fast-growing startup		X	