

Step out of the ordinary.

The biggest and most complex ICT hub in the region, Vilnius Tech Park, is looking for Community Manager who is going to be responsible for all of the good vibes in our community!

You may be the one if:

- You speak and write perfect Lithuanian and English. Russian will be an advantage
- You could network with a rock, let alone programmers!
- You can solve problems at supersonic speed. Faster, if there's only a few of them.
- You think that every detail matters and nothing less than perfection is good enough
- Prior experience with client services, event or project management will be a great advantage

Your career at Vilnius Tech Park will start with:

- Driving the highest level of member experience & producing the good vibes
- Working closely with your team to ensure new member sign ups and smooth moving in process
- Meeting and greeting the members, leading tours around Vilnius Tech Park, providing the access cards and ensuring effective communication
- Answering and helping existing members' with daily requests, making life in Vilnius Tech Park a happy and happening place!
- Coordinating the usage of our conference centre to make sure that there's not a day without action
- Helping your team to prepare pitches and contracts
- Assisting and proactively supporting activities and events fostering community growth

We offer:

- Full time job coordinating an exciting international community of 700+ creative entrepreneurs
- Access to numerous startup and entrepreneur events
- All the perks and benefits of being a member of Vilnius Tech Park (exclusive rates for gym or car sharing, anyone?)
- Your office will be fully renovated historical buildings surrounded by a luscious park just next to Vilnius old town
- We know it's enough, but there's a salary too!

Are you ready to excel?

We are looking forward to see your CV at

jurate@vilniustechpark.com

till 20th of September.

