

About us

At Cooling Photonics we are busy trying to change how we manage heat. We are a startup based in Barcelona, Spain, working on bringing innovative solutions to heat problems. Working across disciplines such as photonics, nanotechnology, and materials engineering. We develop, manufacture and commercialise innovative and cutting-edge solutions for passive heat management that reduce energy consumption and carbon emissions. In day-to-day life, you will see our core values shining through our “Coolers”. The passion and dedication towards our mission will hit you the moment you walk through our doors - and there’s no feeling like it. Our journey is not plain sailing - it requires proactive, flexible and top performing individuals who are committed to the world of sustainable cooling and efficiency. But one thing is for sure - it's going to be a fun ride! Are you ready to change the world with us?

Financial and Administrative Assistant

As a Financial and Administrative Assistant, you’ll play a role in helping the company functioning and organization. It’ll be your mission to support our team and growth, by working closely with them. Financial and Administrative Assistant at Cooling Photonics works with the Management Team to manage cross-functional tools, delivering objective analysis and insights on key aspects for the company.

What you’ll do

You will work on key initiatives that will support the growth of the company and their financial control. You will help organize information and processes in collaboration with the Management Team. We look for exceptional people and give them a level of responsibility, exposure and autonomy that will accelerate their career.

Responsibilities

- Support the financial control of the company.
- Support the organization of the company.

Who you are

We're looking for someone passionate about making a lasting impact, a self-starter eager to take on new challenges.

Minimum Requirements

- You are an ADE or Economics student with financial and accounting knowledge.
- You thrive in a collaborative environment and work well across teams and with external partners.
- You are a strong communicator and able to explain complex issues in clear, persuasive language.
- Good level of English.

Preferred Qualifications and Competencies

- Independent, entrepreneurial, passionate self-starter with a focus on delivery of excellence, a can-do attitude, and a sense of urgency.
- Highly organized and detail oriented.

- Strong analytical and problem-solving skills that drive excellent business decisions in a creative environment.
- Ability to operate in a high-energy, high-intensity and rapidly evolving environment.

Additional information

- Part time contract (10-20h/week)
- Incorporation date: February 2023
- Competitive salary plus benefits.
- 30-day holidays.
- Possibility of hybrid working.
- No suits! Unless it's Carnival or Halloween.

Please submit your CV in English to info@coolingphotonics.com with the subject "Financial and Administrative Assistant application"

*At Cooling Photonics, we're committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status. We strive to be a more equal opportunity workplace.