



## JOB DESCRIPTION

### START ATTRACTOR

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56125 Pisa  
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www.startattractor.eu

**Job Title:** Operations and Administration Officer  
**Location:** Pisa, Italy (hybrid – on-site and remote)  
**Contract type:** Fixed-term, full-time  
**Reports to:** President

### Scope

The Operations and Administration Officer supports the President in managing the day-to-day operations of Start Attractor, ensuring that administrative, HR, accounting and secretarial activities run smoothly and in compliance with internal procedures and applicable regulations.

This is a hands-on role, ideal for a person who enjoys organizing, coordinating, and making sure that everything “behind the scenes” works efficiently.

The role covers four main areas:

- a. general administration and office management;
- b. HR administration and onboarding support;
- c. accounting and finance coordination (with external providers);
- d. secretarial and governance support (meetings, minutes, document organization).

### Key Responsibilities

**General Administration and Office Management:** manage day-to-day administrative tasks of the Foundation (correspondence, filing, document management – physical and digital); support the organization of the workspaces (hot desking / shared desks), meeting rooms, and logistics for internal and external meetings and events; support in managing suppliers and service providers (e.g. cleaning, utilities, IT support, office supplies, software licenses), including basic contract and invoice tracking; ensure that office equipment and supplies are available, functioning and properly recorded; support the implementation of internal procedures described in the Corporate Handbook (e.g. travel and expense policy, use of IT tools, social media guidance).

**HR Administration and People Support:** prepare and collect employment documentation (offer letters, contracts, renewals, NDAs, privacy notices), in coordination with the President and external HR/legal advisors; support the onboarding process of new hires; maintain employee records (personal data, contracts, job descriptions, training attendance, leave and absences) in line with privacy rules; collect and check timesheets / attendance data where applicable, and share them with payroll providers; support the organization of internal training sessions (compliance, safety, ethics, AI tools, etc.); act as a first point of contact for basic employee administrative queries (leave, benefits, policies), escalating more complex matters to the President or external HR consultants.

**Accounting and Finance Coordination** (this is not a pure “accountant” role but a coordination/admin interface with external accounting experts): support the coordination with the external accountant / payroll provider by collecting, checking and forwarding invoices and relevant supporting documents; tracking deadlines for payments, payroll, tax and social contributions; checking that basic documentation is complete and consistent. Maintain internal registers and simple tracking tools (e.g. Excel/Sheets) for: incoming and outgoing invoices; reimbursements and travel expenses; small purchases and petty cash (if any). Support the preparation of basic reports (e.g. monthly expense summaries, support data for budget monitoring), in coordination with the President and external professionals. Help ensure that expenditure and reimbursements follow the rules set in the Corporate Handbook and internal policies.

**Secretarial and Governance Support:** support the President in organizing meetings of the Board of Directors, Assembly of Members, Supervisory Body (OdV) and Advisory Board (scheduling, invitations, room/online setup, document distribution); draft and/or support the drafting of agendas, minutes and resolutions, ensuring that they are properly filed and accessible; maintain updated corporate registers and key documents (Statute, Model 231, Code of Ethics, Corporate Handbook, policies, internal procedures, key contracts); ensure that deadlines for mandatory corporate and compliance activities (e.g. Model 231 updates, reporting to OdV, health and safety training refreshers) are brought to the attention of the President in a timely manner; support communication flows between the President, BoD, OdV, Auditor, partners and staff, with a high level of discretion and professionalism.

### **Required Qualifications and Experience**

- a. University degree in Administration, Economics, Management, Law, Political Science, HR, or related fields;
- b. 1–3 years of experience in administrative roles, preferably in: foundations, associations, NGOs or small/medium enterprises, professional firms or startups;
- c. basic understanding of: HR administration (contracts, payroll interface, timesheets); accounting flows (invoices, reimbursements, cost centers – no need to be a full accountant); corporate secretarial activities (minutes, convocations, document archiving);
- d. good knowledge of MS Office / Google Workspace (Word/Docs, Excel/Sheets, PowerPoint/Slides) and basic familiarity with collaboration tools (email, calendars, video conferencing, shared drives);
- e. working proficiency in Italian and English (written and spoken).

### **Key Skills and Competencies**

**Organizational and Administrative Skills:** strong attention to detail and accuracy; ability to prioritize and manage multiple tasks and deadlines; structured approach to document management (physical and digital).

**Relational and Communication Skills:** clear and professional written and verbal communication; ability to interact with a wide range of stakeholders (President, staff,

BoD, external consultants, partners) in a courteous and service-oriented manner; discretion and strict respect for confidentiality.

**Mindset and Attitude:** proactive, solution-oriented and willing to “get things done”; comfortable in a dynamic, evolving environment typical of innovation ecosystems and startups; high level of integrity, ethics and alignment with Start Attractor’s mission.

### **What we offer**

- a. The chance to work closely with the President and governance bodies of Start Attractor, gaining wide exposure to operational, HR, finance and governance topics;
- b. a role with a broad view on the Foundation’s activities (innovation projects, startup programs, training, networking);
- c. training and mentoring opportunities aligned with the role (e.g. administrative processes, basic project finance, compliance and 231, HR basics);
- d. employment contract in line with the Italian National Collective Agreement for the Commerce sector (CCNL Commercio);
- e. compensation consistent with skills and experience;
- f. a collaborative and impact-driven work environment, connected to companies, startups, research and institutions.

### **Contact**

For any additional information check the web site [www.startattractor.eu](http://www.startattractor.eu) or send an email at [info@startattractor.eu](mailto:info@startattractor.eu)

**Start Attractor is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age.**