

Chief of Staff



About Dukkantek

Dukkantek enables traditional merchants to compete equally in an evolving digital world and further empower their retail capacity. We redefine the conventional way of managing tasks and sales as our innovative platform aims to strengthen local community stores and power digital transformation.

Job Overview

Our fast-growing startup is seeking a highly motivated **Chief of Staff** to work directly with the executive team (CEO, COO, and CBO) to manage day-to-day operations and strategic initiatives. The ideal candidate is a strategic thinker with attention to detail, problem solver, and effective communicator with a proven track record of project management and operations management.

Responsibilities

- Provide high-level support to the executive team, managing their schedules, organizing and preparing for meetings, and ensuring follow-up on action items.
- Collaborate with cross-functional teams to identify and drive projects that align with the company's vision and objectives.
- Coordinate implementation of relevant strategic initiatives and where applicable maintenance of relationships, such as liaising with relevant partners and stakeholders.
- Conduct research and analysis, track key performance indicators, and report on company metrics and initiatives.
- Collaborate with stakeholders to ensure that key messages are consistent and aligned across the organization.
- Plan, organize, and schedule executive events, conferences, and other initiatives, and provide on-site support as needed.
- Oversee administrative tasks such as expense reports, travel, and vendor management.

Qualifications

- Bachelor's degree in a related field (business, economics, management, or similar).
- 3+ years of experience in a similar role, preferably at a startup or high-growth organization.
- Strong project management skills, with the ability to manage multiple priorities and projects at once.
- Excellent communication and interpersonal skills, with the ability to build relationships and influence decision-making.
- Strong analytical skills, with the ability to analyze data and provide insights to support decision-making.
- Experience working with cross-functional teams and managing complex projects.
- Ability to work in a fast-paced environment, adapt to change, and make decisions with limited information.
- Demonstrated experience in planning and executing executive-level events and conferences.
- Strong knowledge of financial management, budgeting, and forecasting.
- Experience in management consulting or investment banking is a plus, but not a requirement.
- If you are interested in this exciting opportunity to work with a dynamic startup executive team, please submit your resume and a cover letter for consideration.