UMAI is a software provider that helps restaurants to save time and increase revenues by automating manual tasks, minimize last minute cancellations, upsell customers more effectively and provide more personalized service.

The team has extensive experience in building internet companies and has been part of building some of the largest e-commerce ventures in the Asia Pacific Region. Founded by the former MD of Foodpanda.sg, the largest food delivery service in Singapore, and a member of the founding-team of Nova Founders Capital, one of the largest digital marketing agencies in South East Asia.

This is not a formal corporate role. We are looking for someone who has a “hustle” attitude, who is results driven, who is comfortable with ambiguity, which is a self-starter and has a sense of humor.

Your Tasks
- Develop and maintain information management systems consistent with the needs of a medium sized office environment and in line with professional standards
- To assist as well as own administrative duties and projects
- Handle recruitment efforts, including reviewing applications, conducting interviews, and identifying suitable candidates
- Assist with finance and accounting related tasks, including preparing monthly accounts and bookkeeping.
- Tasks related to streamlining office operations
- Organize and manage internal events focused on improving company culture, including social team activities.

Your Profile
- You have a proven track record in either finance or admin. You have an understanding of basic accounting and an interest in developing people, teams and culture
- You’re goal oriented, and have superb organization skills
- You have a strong work ethic and ability to work in a fast-paced environment
- You have an entrepreneurial way of thinking and interest or experience in project management or entrepreneurship (e.g. working student jobs or internships, or through a company you have founded).
- You have a keen interest in the startup world, and also in developing people and improving company culture.
- Experience in interviewing and/or recruiting is a plus

What We Offer
- Competitive compensation commensurate with experience
- An opportunity to work with some of the best entrepreneurs in the world
- Insight into all relevant aspects of founding a company, and the opportunity to build up an impactful, international network
- A dynamic and highly motivated team with flat hierarchies
• Great working atmosphere in an international environment
• Challenging and diversified tasks with direct responsibility

Apply
If you are interested in this position and would like to become part of the UMAI International team, apply here.