



**Howie FlexCo**

Am Tabor 36, 1020 Vienna, Austria [www.howie.systems](http://www.howie.systems)

Contact: [jobs@howie.systems](mailto:jobs@howie.systems)

### **Key facts:**

**Founders Associate at Howie, The AI Brain for the Built World**

Full-time

Start: January 2025

Place: Hybrid/Vienna

Languages: Fluent in English and German

**Have you always wanted to make a difference at a dynamic, fast-growing AI startup? Here's your chance!**

## **About Howie**

**Howie** is revolutionizing the construction & real estate industries with an AI-powered '**operating brain**' designed to enhance design and project delivery. Howie aims to be Nr 1 AI process automation platform in the industry. We are addressing the challenges of knowledge retention and management for companies dealing with construction and real estate data, significantly impacting both work quality and team well-being. Based in Vienna, our firm operates with a global perspective and ambitious international goals. We have been accelerated by the Nr 1 European start-up programme, and we are funded and backed by various industry investors and experts.

## **We are looking for you**

We are looking for a new team member to join us in bringing our AI Copilot to the next level!

We are looking for a bright and proactive mind that wants to be involved in business operations.

What makes working in an early-stage startup unique and satisfying is the opportunity to dive deep into a wide range of topics and responsibilities, experiencing firsthand the dynamics, excitement, and challenges of bringing innovative ideas to life in the real world.

## **What you will work on**

- Managing, building and improving business processes, including PMO (e.g. notion, airtable) and CRM
- Supporting the CEO in day-to-day tasks (operations & strategy)
- Developing and managing best-in-class financial models and budgets
- Identify, analyze and outreach to prospects and help to convert them into recurring customers (with structured strategy and via CRM system)
- Customers' and Investors' Decks updates (Figma)
- Analyze latest AI industry news, frameworks, standards, etc. to position and maintain Howie's thought leadership (incl. LinkedIn presence, press releases & industry fairs preparation)
- Support and operations of the recruitment process and company building
- Operation support in fundraising, GTM

## **What we believe makes you a good fit**

- Experience in business operations and development, financial planning (preferably in start-ups)
- Minimum of BA degree in business, < 3 years of professional experience,
- Proactive working style and independent management of your own projects
- Transparent communication and feedback within the team
- Entrepreneurial mindset, driven by curiosity and a hands-on/can-do attitude
- Detail-oriented, structured, analytical
- Interest in AI & AEC (architecture, engineering and construction) is a plus.

## **Benefits of working at Howie**

- As one of our first team members you have huge impact on the product, culture & future of Howie
- In-house growth opportunities
- Experience the dynamic of an early-stage startup
- High exposure to the European startup ecosystem (UnternehmerTUM, Female Founders...)
- Highly motivated and collaborative team with lots of team events
- Office in a modern startup cowork in Vienna (hybrid/remote an option)
- Full support for your individual professional development
- ESOP plan, ownership possibility
- My-clubs membership,
- Performance-based bonuses

### **How to apply:**

Reach out to us [jobs@howie.systems](mailto:jobs@howie.systems) titled: Founders Associate - with your CV/Linkedin Profile and a short description about yourself. Should you have any questions, feel free to ask us!

***We are looking forward to hearing from You.***



**At Howie, we embrace and celebrate diversity and are committed to creating an inclusive environment for all employees. We are open to all groups of people.**

Trusted & Backed by

