

Role: Business Support & Research Assistant

Hours: 9 hours per week (flexible)

Location: In-Person / Remote / Hybrid

Type: Part-time

Overview

We're looking for a **self-starter** to provide business research, and operational support to a growing business. This role suits someone organised, curious, and comfortable working independently across a variety of tasks.

You'll work closely with the founder to help keep ideas, research, and actions moving forward.

What You'll Do

- General organisational support
- Business, market, and competitor research
- Summarising findings into clear, usable notes
- Market Monitoring
- Supporting small projects and setting up systems
- Ad-hoc support as priorities shift

About You

- Proactive and comfortable taking ownership
- Organised, reliable, and detail-focused
- Able to research and synthesise information clearly
- Confident using digital tools (Google Docs/Sheets, etc.)
- AI native (ChatGPT/Claude, etc)
- Happy working with minimal supervision

Nice to Have

- Interest in startups, business, or entrepreneurship
- Experience in research, growth or operations
- Familiarity with AI business models

What's On Offer

- Flexible hours
- Varied, interesting work
- Exposure to real business decision-making
- Opportunity to grow the role over time

How to Apply

Send a short note explaining why the role interests you and a brief example of relevant experience.