

PMO / CEO Assistant Intern – KPAS

Description

KPAS operates international projects across Romania, Moldova and Europe in the fields of operations, technology, smart cities and business development. We are looking for a highly analytical and operational PMO / CEO Assistant Intern.

Responsibilities

- Assist the CEO on strategic and operational projects
- Coordinate projects across Romania and Moldova
- Prepare reports, analyses and presentations
- Monitor execution and project progress
- Support planning and operational organization
- Conduct business and market research
- Support internal process structuring and optimization

Qualifications

- Excellent analytical and organizational skills
- Strong work ethic and learning capacity
- Fluent English mandatory
- Excellent Excel and PowerPoint skills
- Interest in AI tools and operational efficiency
- Highly curious, structured and autonomous

Job Benefits

- International entrepreneurial environment
- Direct exposure to strategic projects
- High responsibilities and autonomy
- Direct collaboration with founders and management
- AI / Smart Cities / Sport Tech ecosystem
- Potential permanent contract after internship

Contacts

Apply here, or contact our Talent Team by email to hr@easydo.co

Or visit our careers portal: <https://easydo.co/career/>

Hiring organization

Easydo Digital Technologies

Employment Type

Intern

Job Location

Bucharest, Romania

Date posted

August 3, 2026