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PMO / CEO Assistant Intern – KPAS

Description

About KPAS

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.

Profile

- 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

What We Offer

- 🔗 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

Hiring organization

EasyDo Digital Technologies

Employment Type

Intern

Job Location

Bucharest

Date posted

August 4, 2026