

RDL Bus Ops Associate Internship

June 2018

RDL Business Operations Associate Internship

London, UK

Duration

From July-1 2018 to approx August-31 2018 *we can be flexible on end date by 1-2 weeks each side of this date*

The Role:

We are looking for an energetic and enthusiastic, highly organized, and team-oriented individual to help oversee all aspects of our daily business operations and help build a startup business!

We are a small, fast-moving team who are looking to disrupt the live entertainment industry. We have attempted to give you an idea of key tasks you will be responsible for below. At the same time, tasks will crop up that need doing which are not on this job description. That is life in a startup, and part of what makes it an interesting place to spend time. If that type of uncertainty is not your cup of tea, this may not be the opportunity for you. If you're ready and keen to get stuck in- apply now!

The Opportunity:

Rough Diamond Labs brings innovative and disruptive ideas in the experience economy to market, furthering our mission to make the world a happier, healthier and better connected place. We are currently developing a retail-based experience that is in stealth mode. Joining our team offers an incredible opportunity to join an entrepreneurial startup at a defining moment in its history- the public launch! The Business Operations Associate will have day-to-day responsibility for the smooth running of our headquarters in sunny Brixton, London.

We are on the lookout for people who want more than an internship – they want to help build a company that disrupts an entire industry. With RDL you'll be given an opportunity to push your boundaries, to find out what you're capable of, to work with and learn from incredibly smart colleagues, and to enjoy the journey of building a business. Sound like something you can get on board with?

The Work:

Responsibilities will include:

- Research tasks- at the desk and around London
- Organizing critical business documents
- Managing appointments and key stakeholder meetings, for example with focus groups, potential investors and business partners like lawyers and accountants
- Assist with bookkeeping, invoices, payments and other day-today financial management
- Assist with recruitment & induction of new hires