Call for Applications: Chief of Staff, Jetstream

By:

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Line Manager: CEO| **Type**: Employment | **Schedule**: Full-time

About Jetstream

Welcome aboard.

Jetstream’s vision is to deliver a frictionless cross-border logistics experience to businesses in the fastest growing economies in the world. Our product is an e-logistics operating system that breaks through silos in logistics verticals, and streamlines distribution of trade support services like finance and insurance, for businesses that will define the next generation of African trade. Ultimately, businesses across our continent, from Cape Town to Cairo, Kumasi to Kinshasa, will use the Jetstream operating system to move things of value across our fragmented borders with unprecedented speed and visibility.

We work together as a team, with an obsessive commitment to the success of our customers.

Our People

All of our people live and breathe our G.R.I.T values:

- Growth: We live by continuous improvement. Learning propels us forward; and self-awareness is our foundation for growth.
- Results: We are obsesses with outcomes, not ourselves. We make a positive impact, and measure our contributions by their real world effects.
- Integrity: We have the strength to do the right thing when no one is looking. We treat everyone with dignity, especially when they are not like us.
- Trust: We give others reasons to trust us. We do what we say we are going to do and keep going until the job is done. We do not make or accept excuses.

Scope of the Work

As Jetstream’s Chief of Staff, you will act as a generalist and pinch hitter for the team. Under the guidance of the CEO, you will be responsible for a diverse cross-section of functions that keep the business moving forward. At the outset, you will shadow the CEO to learn the ins and outs of Jetstream’s fast-growing e-logistics business and the $32 billion industry that we serve. Ultimately, you will own key projects and play a critical role in building and scaling the foundations of the business.

Key Responsibilities

- Collaborating with the CEO to build models and draft and distribute decks, memos and other presentations to investors, tea members, stakeholders;
- Collaborating across departments to respond to due diligence requests from funders and government licensing agencies;
- Accompanying the CEO at key meetings and events, taking notes, and following up with contacts;
- Research, analysis and action on industry trends, government regulations, and stakeholder concerns;
- Troubleshooting and support on operations, including the development of internal company policy, staff training and knowledge management; and

- such other projects that ensure smooth operations and growth for the company.

Must Haves

- Strong track record of leadership at work, school or extracurriculars;
- Demonstrated ability to learn quickly, self-teach, and manage complexity;
- Achievement of quantified results on projects requiring both analytical and people skills;
- Stamina and relentless commitment to getting the job done; and
- Experience working in diverse, international teams

Nice to Haves

- Experience or study in logistics, global trade, or supply chain; and
- Work experience at a tech startup in an emerging market

Compensation

- Competitive base salary and bonus and private health insurance.

Timing: Immediate

To Apply: Email CV and cover letter to: careers@jetstreamafrica.com.

View online: Call for Applications: Chief of Staff, Jetstream

Provided by Afronomicslaw