

## **Job description**

Job Title:

**AI Business Assistant – LU SAFE LLC**

Location:

Remote / Global (Flexible)

Employment Type:

Freelance / Part-Time (Project-Based, with potential for long-term collaboration)

About the Role:

LU SAFE LLC, an innovation-driven company focusing on safety, sustainability, and advanced business models, is seeking an AI Business Assistant to support our business development, branding, and operational tasks.

This is not a traditional assistant role.

We are looking for a forward-thinking, tech-savvy partner who can autonomously manage projects, use AI tools, and support our growth initiatives at a dynamic and strategic level.

Key Responsibilities:

Operate AI platforms and automation tools to execute business tasks.

Assist in content creation, data management, marketing operations, and outreach processes.

Support branding, business development campaigns, and project organization.

Proactively suggest and implement digital solutions to improve productivity.

Manage communications, schedules, and administrative support tasks using smart systems.

Profile We Are Looking For:

Highly proficient with AI tools (e.g., ChatGPT, Canva, Trello, Asana, Zapier, CRM systems).

Strong understanding of business development, branding, marketing, and project management.

Creative, independent thinker with excellent communication skills.

Able to prioritize and manage multiple tasks without close supervision.

Passionate about innovation, new technologies, and sustainable business practices.

Compensation:

Negotiable – based on skills, contribution, and value created.

Opportunities:

Be part of an international, forward-looking company.

Work directly under the General Manager.

Grow your career alongside a unique business model and brand expansion strategy.



Apply by sending your CV and a short motivation letter to [generalmanager@lusafe.az](mailto:generalmanager@lusafe.az).

Subject: AI Business Assistant Application