

Executive Assistant (f/m/d)

An innovative 40-strong high-tech company with a broad range of responsibilities and long-term prospects!

YOUR TASKS

- **Assistance to the management** in tasks with an **organizational, economic and technical** focus
- Internal as well as external **appointment planning** and **coordination**
- Responsibility for **travel planning** and **organization**
- **Correspondence** in **German** and **English** language
- Independent **administrative support of funding projects** and communication with project partners
- Support with **grant accounting** and **reporting requirements**
- Support with mapping **the product lifecycle** in **SAP**

YOUR PROFILE

- **Bachelor's degree** (university, FH)
- Goal-oriented and **structured way of working** paired with a quick grasp of things
- Talent for **organization** and finding solutions, **hands-on mentality**
- **Accurate, dependable** and **self-reliant** work habits
- Willingness to dive in, learn and understand our technology
- Experienced using **MS Office**
- Excellent knowledge of **German and English**, both written and spoken

We offer a **part-time (minimum 20 hours/week) or full-time position** in a young, highly interesting working environment with attractive pay. Our small company structure enables exceptionally fast decision-making. The **annual gross salary** for this position is **EUR 30,000** and above, we offer overpayment in line with the market depending on qualifications and experience. Each employee is given a **great deal of freedom and responsibility** for his or her area and plays a **central role** in the success of the company.