

You will team up with our two managing directors in order to work on different projects relating to the development of our organization. Furthermore, you will keep track of dates and deadlines and be the first contact person for our departments and business partners. You will support our management board with regard to the preparation of meetings and presentations as well as other tasks that arise in the day-to-day business. An exciting, diverse and challenging job awaits you in which you will have the opportunity to bring in your creativity and engagement.

Assistant to the Management Board (m/f)

Your Responsibilities and Duties

- Close cooperation with our board of management and first contact point for business partners & customers including the related internal and external correspondence and communication
- Supporting our two managing partners concerning operational, organizational and strategic tasks
- General office organization, preparation and follow-up of meetings – for instance by creating presentations and documenting meeting results
- Meeting coordination and travel management
- Participation in strategic projects

Your Skills and Qualifications

- Completion of a commercial professional training or a university degree in business
- First experience in a similar position and great pleasure in working on organizational tasks
- Excellent written and oral communication skills in German and English
- Excellent knowledge of MS Office (Word, PowerPoint, Excel, Outlook)
- High level of commitment and reliability
- Absolute discretion and a professional working style

What We Do Offer

- A permanent employment in Munich with attractive social benefits such as pension allowance and a performance-based bonus as well as numerous team events
- A diversified and challenging field of responsibility, the opportunity to bring in your own ideas as well as an excellent work atmosphere
- Much independence and individual responsibility within a high professional team
- Development opportunities within a technologically challenging and international high-tech environment

If you like to face new challenges and you do think you can enrich our team with the relevant skills, we are looking forward to your application. Please send us a cover letter including your salary expectation along with your complete CV and copies of your degrees by using our [Online Application Form](#).

Victoria Dahlmeier
+49-89-2877 809 0

