

CEO Assistant

Description

As an assistant to the CEO, you're helping the company and CEO to setup and schedule meetings, find suitable business contacts for the company and customers (using eg. LinkedIn), make notes in various meetings, prepare documents.

We expect you to be active, outgoing and relaxed person who is eager to pick up the phone and get things moving ahead.

You're working in structured manner and can prioritize and organize your own work and freetime based on the business (and personal) needs. Some tasks could require handling in evening or weekends, but this is compensated with flexible working hours during the day and week.

Qualifications

- age from 22-40
- MS office
- Fluent in German
- Fluent in english

Job Benefits

Growth path to office/branch manager.

Flexible working hours (you need a day off? You take a day off! Just make sure the job gets done)

Further benefits negotiable. Your and your family's health are important!

Hiring organization

Roots Management Consultants on Behalf of Customer

Employment Type

Full-time

Duration of employment

Permanent

Date posted

2021 ,9 22 22 22 22