

Join us as an

Executive Administrative Assistant

(M/W/D)

Job Overview

Job Title:	Executive Administrative Assistant
Company:	comforte AG
Job Location:	Wiesbaden
Contract type:	Full time permanent employment (40h/week)
Experience:	At least 7 years of experience as an Executive Assistant
Education:	Commercial diploma, training/Education as Assistant, or higher degree
Reports To:	The CEO
Start date:	Immediate

Role

comforte AG is looking for an experienced and competent **Executive Administrative Assistant** for our Senior Management. The ideal candidate is open-minded, a multi-tasker, organized, creative, and passionate with a growth attitude. The position is located in Wiesbaden, Germany.

Primary areas of responsibility include:

- Provide Administrative support to the Executive Management Team, maintain calendar, handle post and calls, set-up conference calls, and prepare agenda, conference rooms for meetings, support in routine reporting and analysis preparation, handle internal & external meeting requests
- Offer pro-active planning support, anticipating the needs for meetings, seeking and coordinating information where appropriate, alerting to forthcoming deadlines
- Compile executive summaries, prepare and cross-read presentations, excel-sheets and diagrams
- Handle travel bookings and manage the travel portal and relationship with travel partners
- Co-ordinate regular circulation of information and reports internally to management team and their direct reports
- Handle ad hoc projects i.e. maintain and create org-charts, help in accounting & HR
- Handle correspondence and e-mails independently and fluently in German and English
- Coordination of team events and social activities, catering activities, Sales events, sponsored-events such: Golf Tournament, Social company events

Profile of qualification

- High integrity and professionalism in the maintenance of information of a sensitive, confidential or technical nature
- Several years of experience assisting at the executive level
- Experience in office management
- Deep experience with domestic and international travel coordination
- Ability to handle administrative details independently, while exercising sound business judgment in keeping team members informed as necessary
- Grace under pressure
- Exceptional written, verbal, and interpersonal communication skills
- Exceptional planning, time management and organizational skills
- Ability to react with appropriate levels of urgency to situations and events which require quick response or turnaround

Required technical skills

Excellent and extensive skills and background knowledge in:

- Organization Calendar appointment and business trips including travel expense accounting
- Experience in contracting discounted contingency hotels, transportation, restaurants fees
- Preparation and follow-up of meetings & conference rooms
- Deep experience with domestic and international travel coordination
- Reception, Switchboard and hospitality
- Pronounced MS Office skills and a high affinity for process optimization
- Ability to handle administrative details independently, while exercising sound business judgment in keeping team members informed as necessary

Professional Traits and Aptitudes

- High level of integrity and discretion in handling confidential information and dealing with professionals inside and outside of the company
- Motivated, resilient, a quick learner with a positive general attitude to solve complex issues
- Absolute Team player
- The ability to prioritize multiple tasks in order to achieve required goals
- You distinguish yourself through your communication skills and empathy
- Flexibility, punctuality, reliability, sense of responsibility & hands-on mentality are your strengths

Communication

- **English & German:** Required to be fluent both in oral and written communication
- Additional Languages are a plus

What comforte can offer

- Unique company culture resulting in close to 0% staff turnover
- Interesting work in an international team around the world
- Flexible working hours
- Flat hierarchies
- Good work-life balance
- Opportunity to work self-sufficiently, take responsibility and make a difference
- Competitive salary
- Subsidized Pension
- Work within a Matrix Structure

More information

comforte is a medium-sized company in private ownership with headquarters in Wiesbaden, Germany. Building on more than 20 years of experience in unlocking more value from systems that never stop, comforte has evolved into a market leader for data protection and empowering mission-critical systems. With about 100 employees in our locations in Germany, the US, Australia, Singapore, and the UK, we develop, sell and support our software products to our worldwide client base. We are proud of our company culture and our agility.

For more information, see www.comforte.com.

Contact and Questions

Please send your application in English language to career@comforte.com. Please send any questions you might have to the same address.