



Looking for a job?

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Executive Assistant to the CCO (f/m/d)

Start today as an Executive Assistant to the Chief Commercial Officer for a brighter future. We are looking for a suitable candidate to support one of our clients in the field of personal assistance in Nuremberg. Your tasks are, but are not limited to, assisting the CCO overall from managing correspondence in German and English to translating as well as working professionally with internal & external partners. With over 9,000 employees, our client is one of the world's largest providers in its sector and the market leader in Germany and in the Top 5 worldwide. Demanding jobs await you in an innovative and international work environment.

Do you have high self-motivation and commitment? Then apply today for our job offer!

Your responsibilities:

- Independent management of the classical secretarial organization
- Overtaking some topic-orientated tasks, such as the preparation of presentations like board templates etc.
- Planning, coordinating and monitoring the busy CCO's schedule
- Coordinating travel planning, board events and general meetings
- Taking over research tasks

What we are looking for:

- You are an independent individual with very good English language skills that's happy to work in an international environment on a global level (therefore fluent in German and English)
- Outgoing and positive person who has a logical and structured way of working (methods)
- Communicative candidate that focuses on finding solutions and is flexible and dynamic in facing everyday challenges
- Completed apprenticeship, foreign language correspondent or certified secretary
- Several years of experience in the field of personal assistance
- Good knowledge on all the MS Office programmes
- Good "eye for detail", responsible, loyal, ability to work independently and deal with highly confidential information

Location: Nuremberg

Start Date: ASAP or upon agreement

Please send your application documents (CV, Certificates, Salary Expectations) referring to **Executive Assistant to the CCO (f/m/d) for Nuremberg** to bewerben@go-simplexx.de

Hier geht's zur SimpleXX
Jobbörse



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The SimpleXX GmbH specializes in recruitment and personnel services and supports its clients in filling vacancies as well as project vacancies in IT & Engineering, Automotive, Financial Services, Online Portals, Telecommunications, E-commerce, Social Communities, Aviation, Industry, Medicine, Law, Controlling and Commerce.

