



Assistant to the CEO (m/f/d) - Real Estate Development

weRECRUITING connects talents and teams! As a recruitment specialist for managers and leadership positions within real estate, construction, finance and technology, we build the foundation for sustainable success in cooperation with our clients. Through our highly qualified network in the entire German speaking area, we act with flexibility, effectiveness, and success focus. Our contribution for start-ups, small and medium-sized enterprises as well as multinational corporations are tailor-made solutions that exceed today's conditions, but also withstand future requirements.

Our client is the owner of an international performing business unit with the headquarter in the heart of Vienna focused on Real Estate Development projects (Commercial Real Estate) in Europe. For the office and team in Vienna and to mainly support the CEO with focus on the Austrian entity as well as the team members on Partner level in day-to-day tasks we are looking for you, as a driven and highly motivated

Executive Assistant to CEO (m/f/d) - Real Estate Development

Location: Vienna, 1010 - Austria

Languages: Fluent German and English required

your role:

In this position, you will primarily support the CEO and occasionally the Partners by planning, managing, and maintaining administrative responsibilities. You will resolve time-sensitive issues with a high degree of professionalism and precision, and travel internationally to support business activities.

- Act as a key interface between the CEO and internal/external stakeholders, ensuring smooth coordination and communication in an international environment
- Manage and prioritize scheduling of internal and external meetings, business trips, conference calls, and daily activities

- Independently organize and support selected projects, including arranging extensive global travel (flights, hotels, transfers, visas) and coordinating meetings/events (e.g., conferences, video calls, logistics)
- Prepare and set up presentation materials for global management meetings, follow up on documents and to-do lists with minimal supervision
- Ensure confidentiality and discretion at all times
- Represent the executives by welcoming visitors, arranging company dinners, and organizing corporate events
- Administrate, coordinate, and manage the daily business; plan meetings; arrange events; and ensure a professional and efficient workflow

your profile:

- Minimum of 3 years of experience in a similar role, ideally in an international and dynamic environment
- Strong organizational and multitasking skills with a hands-on mentality
- Discreet, trustworthy, and professional in handling sensitive information
- Humble, team-focused, and service-oriented personality
- Proficient in MS Office and digital collaboration tools
- Fluent in German and English (both written and spoken)

your impact:

- Immense opportunities to grow as an individual as well as professionally
- Dynamic and fast-moving environment in a driven and international experienced team and the chance to work and exchange knowledge with international colleagues
- Opportunities to be part of strategic business development within a and being able to travel in Europe or sometimes abroad
- A wide range of responsibilities in an innovative and performance-oriented environment, guaranteeing a highly attractive compensation package as well as new work ethics
- The compensation package is based on a fixed gross annual salary starting at EUR 55.000, - depending on individual qualifications and experience

Are you interested? We are looking forward to meeting you...

If you are looking for a new challenging task and see this opportunity as a long-term development chance, please send us your application and your detailed resume. It's just a click to apply online here and we will get back to you asap!

If you have any questions about the application process, please contact Elke Whelan at: +43(0)1 226 7226 for more details on this position.

We look forward to receiving your application!

Your weRECRUITING Team!

Verantwortlich

Elke Whelan

Jetzt bewerben

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