



## Assistant to the Chief Executive Officer (m/f/d)

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**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 located in the heart of Vienna with focus on Real Estate Development projects (Commercial Real Estate) in Europe. For the Headquarter in Vienna and to 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) - german and english fluent are a MUST!**

Location: 1010 Vienna | Austria

**Administrate, coordinate and manage the daily business, plan meetings, arrange events, represent the company and**

### your role:

In this role you support mainly the CEO and sometimes 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 activities.

#### your role:

- In this role you hold the responsibility in an Interface function between the CEO and all internal and external stakeholders in all coordination and information processes in an international environment

- Strong management of scheduling internal and external meetings, business trips, conference calls and day-to-day activities
- Initiative-taking and independent organizational handling and support of certain projects, arrange extensive, global travels (including booking flights, hotels transfers, visas) and coordinate meetings/events (i.e., conferences and video calls, coordination of all necessary logistics)
- Prepare and set up presentation material for i.e., global Management Meetings, follow-up of documents as well as follow-up of to-do lists with minimal supervision and ensure confidentiality at all times
- Ensure a smooth and professional workflow, represent the executives by welcoming visitors, arranging company dinners and other corporate event.

## your profile:

- Degree in Business Administration or minimum of 3 years of experience in a role as an administrative assistant in an international work environment
- Strong analytical skills. Detail oriented with the ability to effectively prioritize and work on multiple projects in a deadline driven environment. Understanding of the importance of a values-driven work environments
- Humble and willing to learn. Good listener, open and flexible in communication and work style. Able to manage and communicate highly confidential information with the utmost discretion
- Advanced organizational and administrative skills, with high level of attention to detail as well as experienced IT user skills (especially MS365 – Word, Calendar and PowerPoint, etc.) Excellent verbal and written communication skills **in English and in German** (native Level)
- Positive and outgoing personality with a professional approach and a high degree of motivation and flexibility regarding working hours and travelling
- Self-driven with a solid professional customer service attitude and respond to requests quickly. Highly self-organized, proactive problem-solving skills and ability to collaborate with others at all levels of the organization

## your opportunities:

- Immense opportunities to grow as an individual as well as professionally including broad range of training courses
- 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 growing renewable energy sector and being able to travel in Europe or sometimes abroad
- A secure and permanent position with long-term career perspective in an internationally expanding environment
- A wide range of responsibilities in an innovative and performance-oriented environment, guaranteeing a highly attractive compensation package as well as a personal and professional development
- 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 are looking forward to it.

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!

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Verantwortlich

Elke Whelan

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Jetzt bewerben

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we  
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