



Management Assistant (m/f/d) International Environment

Location: Frankfurt am Main
Full-time – International Institution

For our client, a renowned international institution based in Frankfurt, we are looking for a committed
Management Assistant (m/f/d).

Management Assistant (m/f/d) - International Environment

Your Responsibilities

- **Drafting** and preparing **correspondence** and concise presentations with strong **attention** to detail
- Creating, formatting, and editing documents to ensure a consistent **quality**
- **Maintaining** internal filing and registration systems for efficient **organisation**
- Updating databases and records with a high degree of **accuracy**
- Preparing **documentation** for meetings, conferences, and seminars with clear **structure**
- Organising meetings, conferences, and business travel arrangements to support smooth **coordination**
- **Managing** agendas, schedules, and calendars while keeping **priorities** aligned
- Taking minutes during internal meetings and ensuring proper **followup**
- **Handling telephone** calls, emails, and general correspondence with professional **communication**
- Proofreading and formatting documents to meet internal **standards**
- Providing comprehensive **administrative** and **secretarial** support to enhance overall **efficiency**

Key Qualifications



MustHaves

- At least 2 years of experience in an administrative or secretarial **role**
- Excellent proficiency in **MS Office** (Word, Excel, PowerPoint, Outlook)
- English skills at **C1level**, both written and spoken
- Strong organisational skills and precise **attention** to detail
- Ability to prioritise tasks and perform under **pressure**
- High level of discretion, reliability, and professional **conduct**

NicetoHaves

- Experience in an **international** working environment
- Strong team and interpersonal **communication** skills
- A structured, proactive, and independently driven **workstyle**

Your Benefits

- Continuous development through **trainings**, mentoring and international exposure
- Comprehensive **health insurance**, also covering family members, plus childcare and education allowances
- Subsidised **staff restaurant**, fitness options and parking facilities
- Support with **relocation**, housing search and additional moving costs
- Modern offices, **flexible working hours** and the option for teleworking
- Access to various professional **development opportunities**
- A stable, wellorganised and internationally oriented **work environment**

If you have questions, we will be happy to assist you using the reference number below.

Referenz-Nummer: 406535A48156

Ihr Ansprechpartner:

Malte Rehberg

Assistent

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